

GOVERNMENT OF THE PUNJAB

**TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY**



**CURRICULUM FOR
COMPUTER APPLICATIONS**

(3 – Months Course)

Revised December 31, 2012

**CURRICULUM SECTION
ACADEMICS DEPARTMENT**

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TRAINING OBJECTIVES.

This course will enable the pass outs to work as trainee Computer Operator in the Banks, Governments, Semi Government and Private Organizations. At the end of the Course the trainees would be able to:

- Learn the functions of a computer.
- Know the components of the computer and their working.
- Familiarize themselves with common Operating systems.
- Gain adequate proficiency in typing on computer keyboard (40 W.P.M)
- Become conversant with English and Urdu Word-processing.
- Prepare and manipulate spreadsheets.
- Get an introduction to Computer presentation.
- Develop and run Computer presentation.
- Learn the use of Internet and Electronic mail.

CURRICULUM SALIENTS

Name of Course	Computer Applications
Entry Level	Middle preferably Matric
Duration of course	3-Months
Total Training Hours	300 Hours
Training Hours Per Day	3 Hours Per Day
Training Methodology	Practical 90% Theory 10%
Medium of Instruction:	Urdu / English

SKILL PROFICIENCY DETAILS: -

On successful completion of this course the trainee should be able to:-

1. Switch off the computer as per procedures
2. Operate the computer and run software Package.
3. Work with disk Operating System.
4. Conversant with window XP Operating System.
5. Type on the computer at a speed of 30-40 words per minute.
6. Type, format and print documents using Microsoft Word (English)
7. Type, format and print documents using Inpage (Urdu word processing).
8. Enter, format, manipulate and print data in MS Excel.
9. Make and run presentation using MS-Power Point. Learn to display multimedia presentations.
10. Work in networking environments.
11. Retrieve information form the Internet.
12. Send and receive massages though E-mail.
13. Become proficient in office procedures.
14. Operate common office machine.

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:-

1. Define the computer and understand general working of CPU, Input, Out put and Storage Units.
2. Explain difference between Windows & DOS. DOS and Windows commands, Windows Objects and their use.
3. Describe various techniques to improve computer typing.
4. Understand structure of a spreadsheet, learn worksheet data entry and Manipulation techniques.
5. Understand functions of Presentation software. Learn MS Power Point for developing and executing a presentation.
6. Explain internet and its applications to retrieve information.
7. Describe electronic mail (e-mail) and its functioning.
8. Understand the need of using stabilizers & UPS and know their specifications.
9. Understand the office environment.

10. Explain use of office machines/equipment.

SCHEME OF STUDIES

Computer Applications

(3 - Months Course)

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	4	-	4
2.	Disk Operating System	2	4	6
3.	Microsoft Windows XP	4	6	10
4.	Typing Lesson	2	48	50
5.	Microsoft Word 2007	4	48	52
6.	Urdu Word Processing	2	28	30
7.	Spread Sheet: MS-Excel 2007	4	48	52
8.	MS Power Point (Presentation Software) 2007	4	28	32
9.	Internet & Electronic Mail	4	48	52
10.	Work Ethics	-	12	12
Total		30	270	300

DETAIL OF COURSE CONTENTS

Computer Applications

(3 – Months Course)

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Introduction to Computers	4	-
	1.1 What is Computer		
	1.2 Classification of Computers		
	1.3 Hardware & Software		
	1.4 Data Type		
	1.5 Characteristics of Personal Computer		
	1.6 Storage Devices		
	1.7 Input Devices		
	1.8 Output Devices		

	1.9 Number Systems 1.10 Converting Binary to base Ten 1.11 Conversion Exercises.		
2.	Disk Operating System 2.1 Computer System 2.2 Operating System 2.3 Introduction to DOS 2.4 DOS Practical Work / Files & Dir. 2.5 Commands 2.6 Internal Command 2.7 More internal command with wild cards 2.8 External Commands 2.9 More external commands 2.10 Testing knowledge	2	4
3.	Microsoft Windows XP 3.1 Introduction to Windows XP 3.2 Getting Started with new desktop 3.3 Learning about applications windows 3.4 Working with windows applications / Programs 3.5 Learn how to format floppy disk 3.6 Customizing Desktop 3.7 Files & Folders 3.8 (Windows Explorer) 3.9 Short Cuts 3.10 Using Windows Applications 3.11 Using scandisk & Recycle Bin 3.12 View Hardware Information 3.13 Printer Setup	4	6
4.	Typing Lesson 4.1 Impart typing training with the help of Typing Tutor Software	2	48

5.	Microsoft Word 2007 5.1 Introduction to Word 2007 5.2 The Menu Bar and commands 5.3 Use of Rules 5.4 Entering Text 5.5 Undo & Redo 5.6 Saving documents 5.7 Opening files in word 2007 5.8 Coping documents in Word 2007 5.9 Word's window Menu 5.10 Correcting Mistakes & Formatting Text 5.11 Page Setup 5.12 Printing Tool 5.13 Background Printing 5.14 Inserting Page Breaks 5.15 Insert a picture from the clip Gallery 5.16 Inserting another word document into an open document 5.17 Formatting Paragraphs 5.18 Positioning text within a paragraph 5.19 Create Newspaper Columns on the same page 5.20 Starting Mail Marge 5.21 Overview of tables	4	48
6.	Urdu Word Processing 6.1 Start screen (Screen Orientation) 6.2 About Tool Bars 6.3 New document 6.4 Open or close document 6.5 Objects in In-page 6.6 Formatting in In-page 6.7 Working with text box 6.8 About picture Box	2	28

	6.9 About graphic Box Using Lines in documents 6.10 Key board preferences 6.11 Writing Styles 6.12 Spacing & Alignment 6.13 Table to text 6.14 File Menu 6.15 Import of text & picture 6.16 Export of the text & picture 6.17 Printing 6.18 Edit menu 6.19 Format menu 6.20 Working with table 6.21 Insert menu 6.22 Activities		
7.	Spread Sheet: MS-Excel 2007 7.1 The Excel Application 7.2 Toolbar and formatting 7.3 Working with Number 7.4 Data Entry 7.5 Formula Entry in cells 7.6 Formatting the Worksheet 7.7 Chart Types 7.8 Sorting datasheet 7.9 Practice sheet Gross Receipts 7.10 Practice sheet gasoline station 7.11 Practice sheet staff database 7.12 Practice sheet calendar 7.13 Practice sheet Floor mart inventory 7.14 Practice sheet Audio Center 7.15 Practice sheet monthly office experience 7.16 Practice sheet metric tool practice sheet calendar 7.17 Practice sheet	4	48

	7.18 Practice sheet departmental store 7.19 Practice sheet departmental store practice sheet in time travel 7.20 Practice sheet before stating 7.21 Practice sheet stock exchange 7.22 Practice sheet merchant fleet 7.23 Practice sheet trade Relations 7.24 Practice sheet KSE performance 7.25 Practice sheet Allowances		
8	MS Power Point (Presentation Software) 2007 8.1 Starting Power Point presentation 8.2 Customizing the types of slide 8.3 Inserting Clip Arts in Presentation 8.4 Design Presentation 8.5 Power Point views 8.6 Apply Animations 8.7 Add Transitions to a Slide Show 8.8 Working with slides 8.9 Start a slide show 8.10 Create a chart organizational charts 8.11 Presentations	4	48
9.	Internet & Electronic Mail 9.1 Introduction to WWW 9.2 Internet Service Provider 9.3 Internet Explorer 9.4 Display A Specific Web 9.5 Select a Link 9.6 Search a Web 9.7 Introduction to E-mail 9.8 Create a message 9.9 Send and Receive E-Mail	4	48
10.	Work Ethics	-	12
Total		30	270

LIST OF TOOLS AND EQUIPMENT**Computer Applications**

(3 - Months Course)

Name of Trade	Computer Applications
Duration of Course	3 - Months

Sr. No.	Tools / Equipments	Quantity
1.	Desktop Workstations (Specifications as per latest notification issued by MIS Section, TEVTA)	25
2.	Server (Specifications as per latest notification issued by MIS Section, TEVTA)	01
3.	Printer	01
4.	Internet Connection	01

REFERENCE BOOKS

1. "Discovering computer" by Shelly-Cash man-Vermat
2. IT office by NICON group of colleges.

EMPLOYABILITY OF PASS-OUTS

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

- i) Computer Operator
- ii) Data Entry Operator
- iii) Composer
- iv) Data Processing Operator