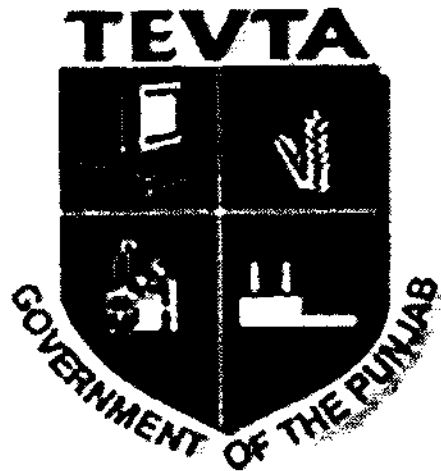


GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY

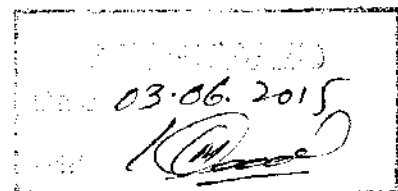


CURRICULUM FOR
COMPUTER APPLICATIONS
(3 – Months Course)

Revised May, 2015

CURRICULUM SECTION
ACADEMICS DEPARTMENT

96-H, GULBERG-II, LAHORE
Ph # 042-99263055-9, 99263064
gm.acad@tevta.gop.pk, manager.cur@tevta.gop.pk



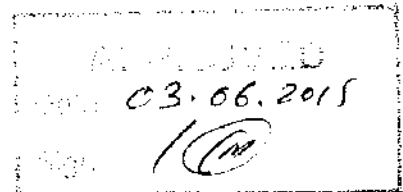
TRAINING OBJECTIVES

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

- 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 proficient 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	400 Cr. Hours
	40 Hours per week
	7 Hours per Day
	(Friday 5 Hours)
Training Methodology	Practical 90% Theory 10%
Medium of Instruction:	Urdu / English



SKILL COMPETENCY DETAILS

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

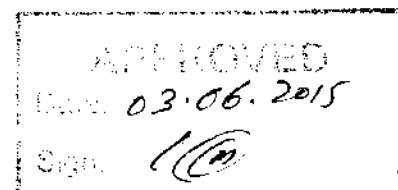
1. Switch on/off the computer as per procedures.
2. Operate the computer and run software package.
3. Work with Disk Operating System.
4. Have acquaintance with windows 7 operating system.
5. Type on the computer at a speed of 30-40 words per minute.
6. Type, format and print documents using Microsoft 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. Retrieve information from the Internet.
11. Send and receive messages through E-mail.

03.06.2015
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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, RAM, ROM, Input, Output and Storage Units.
2. Explain DOS, Windows Commands, Windows Objects and their use.
3. Describe various techniques to improve computer typing.
4. Recognize usage of Microsoft office applications with their main features.
5. Understand structure of a spreadsheet; learn worksheet data entry and manipulation techniques.
6. Understand functions of Presentation software. Learn MS Power Point for developing and executing a presentation.
7. Understand Internet basics and its applications to retrieve information.
8. Describe electronic mail (e-mail) and its functioning.




CURRICULUM DELIVERY STRUCTURE

Area	Curriculum Delivery	Revision	Final Test	Total
W E E K	1 – 10	11	12	12
	10	1	1	12

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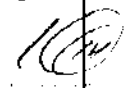
SCHEME OF STUDIES
Computer Applications
(3 - Months Course)

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	4	-	4
2.	Disk Operating System	2	10	12
3.	Microsoft Windows 7 or higher version	6	33	39
4.	Touch Typing	4	56	60
5.	Microsoft Word 2007 or higher version	5	60	65
6.	Urdu Word Processing	5	60	65
7.	Spread Sheet: MS-Excel 2007 or higher version	5	58	63
8.	MS Power Point (Presentation Software) 2007 or higher version	4	46	50
9.	Internet & Electronic Mail	5	25	30
10.	Work Ethics	-	12	12
Total		40	360	400


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DETAIL OF COURSE CONTENTS**Computer Applications
(3 – Months Course)**


Sl. No.	Detail of Topics	Theoretical Hours	Practical Hours
1.	Introduction to Computers 1.1 Software 1.2 Types of Software 1.3 Hardware 1.4 Types of Hardware	4	-
2.	Disk Operating System (DOS) 2.1 Introduction 2.2 Advantages of DOS 2.3 DOS Files 2.4 User Interface of DOS 2.5 DOS Commands 2.6 Internal Commands 2.7 External Commands	2	10
3.	Microsoft Windows 7 3.1 Windows 7 Editions 3.2 Interface of windows 7 3.3 Desktop 3.4 Locking unlocking computers 3.5 Mouse and Keyboard 3.6 Window 3.7 Switching between Windows 3.8 Dialog Boxes 3.9 The Start Button & the Start Menu 3.10 Customizing the Start Menu 3.11 Customizing the Taskbar 3.12 Customizing the Notification Area 3.13 File Management 3.14 Customizing Control Panel	6	33
4.	Touch Typing (Typing Master) 4.1 Overview 4.2 Keyboard and typist's figure position 4.3 Efficient Training Techniques 4.4 Practice typing random sentences 4.5 Typing Master Pro -Typing Tutor 4.6 Installing Typing Master Pro V7.10 4.7 Starting Typing Master Pro and Exiting 4.8 Using Typing Master 4.9 Lessons 4.10 Exercises 4.11 Review 4.12 Typing Test	4	56
5.	Microsoft Word 2007 5.1 Introduction to MS Office 2007:	5	60

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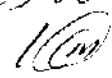
	5.2 Introduction to MS-Word 2007 5.3 Starting up MS-Word: 5.4 MS-Word 2007 Screen/ Interface 5.5 Create, Save and Open Documents in MS-Word 5.6 Cut, Copy, Paste, Undo and Redo Concepts 5.7 Character Formatting 5.8 Borders & Shading 5.9 Bullets and Numbering 5.10 Page Setup 5.11 Tables in MS-Word 5.12 Spelling and grammar checking 5.13 Printing a document 5.14 Find & Replace 5.15 Header & Footer 5.16 Columns 5.17 Page break 5.18 Options for viewing a document in Word 5.19 Inserting Clip Art 5.20 Creating WordArt 5.21 Table of Contents 5.22 MS Word Task Sheet1 5.23 MS Word Task Sheet 2		
6.	Urdu Word Processing (InPage)	5	60
	6.1 InPage Interface 6.2 Creating New InPage Document 6.3 To open an existing document 6.4 Closing a Document 6.5 Objects in InPage 6.6 Group/Ungroup of Objects 6.7 Master Page 6.8 Text Formatting 6.9 Printing a file 6.10 Undo, Cut, Copy and Paste 6.11 Clear and Select All 6.12 Text Wrap 6.13 Sorting Text 6.14 Inserting and Deleting Pages: 6.15 Inserting Tables 6.16 Split or Merge Cells 6.17 Document 6.18 Inserting Symbols 6.19 Date & Time 6.20 Find and Replace 6.21 Spelling Checking 6.22 Importing Text and Picture 6.23 Objects Ordering 6.24 Hide/Show Ribbon 6.25 Help Menu 6.26 Making Headlines 6.27 Short Cuts		

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7.	MS Excel 2007 (Spread Sheet) 7.1 Spread Sheet 7.2 MS. Excel 7.3 Important Features of Excel 7.4 Starting Excel 7.5 Interface Of Ms Excel Screen 7.6 Navigating In An Excel Worksheet 7.7 Selection In A Work Sheet 7.8 The Office Button 7.9 Working With The Sheet Tab 7.10 Data Editing In Excel 7.11 Inserting Cells, Rows And Columns 7.12 Deleting Cells, Rows and Columns 7.13 Resizing Column/ Row 7.14 Hide Redisplay Column, Row, Cell 7.15 Formatting Data 7.16 Auto Fill 7.17 Sorting 7.18 Filtering Data 7.19 Charts & Graphs 7.20 Formula 7.21 Cell References 7.22 Functions 7.23 Printing 7.24 Practical Exercise	5	58
8.	MS Power Point 2007 8.1 What Is PowerPoint 8.2 Presentations 8.3 The PowerPoint Interface 8.4 Creating a New Presentation 8.5 Entering and Editing Text 8.6 Changing the Slide Layout 8.7 Saving a Presentation 8.8 Power Point Views 8.9 The Normal View: 8.10 Slide Sorter View 8.11 Notes Page View 8.12 Slide Show View 8.13 Printing the slides 8.14 Formatting Slides 8.15 Formatting Text 8.16 The Format Painter 8.17 Charts 8.18 Tables 8.19 Inserting a table into an existing slide 8.20 Table Styles 8.21 Themes 8.22 Headers and Footers 8.23 Inserting Video and Audio Clips 8.24 Hyperlinks	4	46

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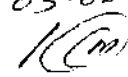
	8.25 Transition and animation effects 8.26 Slide Transitions 8.27 Animating Text		
9.	Internet & Electronic Mail 9.1 Internet 9.2 Terms related to Internet 9.3 Advantages of Internet 9.4 Internet Service Provider 9.5 How you connect to the Internet 9.6 Internet Explorer 9.7 E-Mail 9.8 How E-mail Works on the Internet 9.9 Creating E-Mail Account on Yahoo 9.10 Checking E-Mail from Your E- Mail Account 9.11 Sending E-Mail 9.12 Create E-Mail account on HOTMAIL	5	25
10.	Work Ethics	-	12
Total		5	37

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LIST OF TOOLS AND EQUIPMENT
Computer Applications
(3 - Months Course)

Name of Trade	Duration of Course
Computer Applications	3 - Months

Sr No	Tools/ Equipments	Quantity
1.	Desktop Workstations (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Server (Specifications as per notification issued by MIS Section, TEVTA)	01
3.	Printer (Laser)	01
4.	Scanner	01
5.	Internet Connection (Atleast 1 MB speed)	01
6.	UPS 10 KVA	01
7.	Air Conditioner 1 ½ Ton	02
8.	Multimedia Projector	01

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MINIMUM QUALIFICATION OF TEACHER

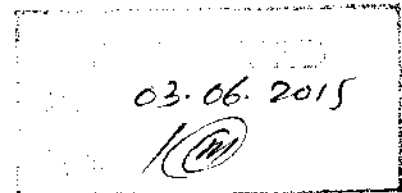
- BCS from HEC recognized university.

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REFERENCE BOOKS

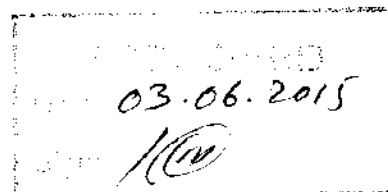
- **Introduction to Computer** by *Peter Norton*
- **Dos the Easy Way** by *Everett Murdock*
- **Windows 7: The Missing Manual** by *David Pogue*
- **2007 Microsoft® Office System Step by Step** by *Joyce Cox, Steve Lambert and Curtis Frye*
- **InPage User Manual** *Concept Software, India*
- **InPage Urdu Complete Tutorial** by *Rizwan*
- **Internet and E-mail with Windows 7** by *Studio Visual Steps*



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



CURRICULUM REVISION COMMITTEE

Mr. Anjum Rafique Sr. Instructor (IT), GCT, Sahiwal. 0321-6907445	Convener
Mr. Zia Fazal Instructor (IT), GCT, Sahiwal 0322-7048381	Member
Mr. Farhan Ali Khan Instructor (IT), GCT Sahiwal 0321-6913381	Member

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