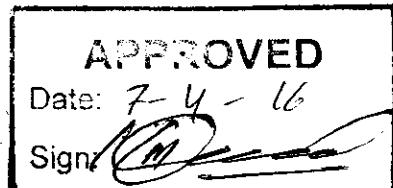


GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY



CURRICULUM FOR
COMPUTER APPLICATIONS
(3 – Months Course)

Revised April 2016



CURRICULUM SECTION
ACADEMICS DEPARTMENT

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

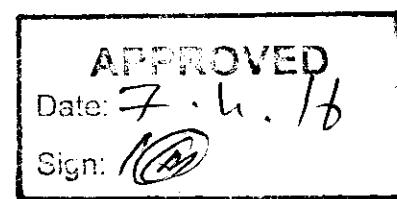
TRAINING OBJECTIVES

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

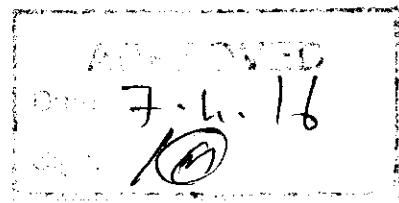
Name of Course	Computer Applications	
Entry Level	Middle preferably Matric	
Duration of course	3-Months	
Total Training Hours	400 Contact Hours	
Training Methodology	Practical	90%
	Theory	10%
Medium of Instruction:	Urdu / English	



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 10 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.



KNOWLEDGE PROFICIENCY DETAILS

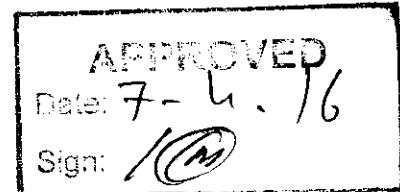
On successful completion of this course, the trainee should be able to:-

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.

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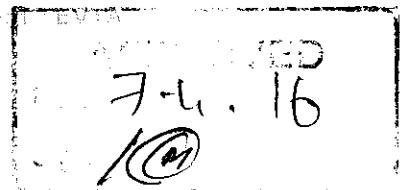
SCHEME OF STUDIES
Computer Applications
(3 - Months Course)

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	4	0	4
2.	Disk Operating System	2	10	12
3.	Microsoft Windows 10	4	27	31
4.	Touch Typing	4	56	60
5.	Microsoft Word 2013	5	60	65
6.	Urdu Word Processing	5	40	45
7.	Spread Sheet: MS-Excel 2013	5	58	63
8.	MS Power Point (Presentation Software) 2013	4	46	50
9.	Internet & Electronic Mail	5	25	30
10.	Functional English	15	25	40
Total		53	347	400



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

S. No	Detail of Topics	Theory	Practical
		Hours	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 10 3.1 Windows 10 Editions 3.2 Interface of windows 10 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	4	27
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



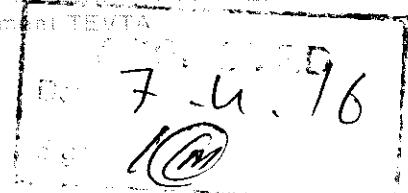
5.	Microsoft Word 2013	5	60
	5.1 Introduction to MS Office 2013: 5.2 Introduction to MS-Word 2013 5.3 Starting up MS-Word: 5.4 MS-Word 2013 Screen/ Interface 5.5 Create, Save and Open Documents in MS-Word 5.6 Cut, Copy, Paste, Undo and Redo Concepts 5.7 Character Formatting 5.8 Borders & Shading 5.9 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	40
	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		

APPROVED

Date: 7-4-16

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	6.24 Hide/Show Ribbon 6.25 Help Menu 6.26 Making Headlines 6.27 Short Cuts		
7.	MS Excel 2013(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 2013 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	4	46



	8.21 Themes 8.22 Headers and Footers 8.23 Inserting Video and Audio Clips 8.24 Hyperlinks 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
	Total	38	322

LIST OF PRACTICALS

TYPING

1. Recognize keyboard layout
2. Practice use of figures
3. Practice typing lessons using typing software

MICROSOFT WINDOWS

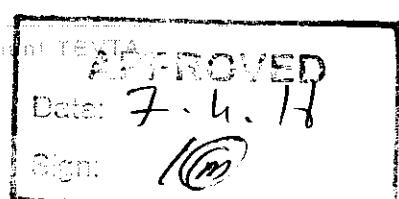
1. Install windows operating system on a PC
2. Install drivers
3. Install Microsoft Office
4. Customize the desktop
5. Create and manage files and folders
6. Use control panel to add and remove programs

DOS

1. Run command line interface
2. Understand the prompt
3. List files and directories
4. Move in different Drives and Directories
5. Create directory
6. Move and copy files and directories
7. Rename a file/directory
8. Delete a file
9. Remove directory
10. Apply DOS internal commands
11. Apply DOS external commands

MICROSOFT WORD

1. Use a template
2. Create a new document and save
3. Develop a document as well as enter and edit text
4. Insert and delete text and blank lines
5. Use spelling and grammar checking
6. Cut and copy text
7. Change fonts and type sizes
8. Bold and color text
9. Change paragraph alignment
10. Create and format a table
11. Insert and size pictures
12. Set page orientation
13. Print a document



MICROSOFT EXCEL

1. Use templates
2. Create new worksheets
3. Enter and edit data
4. Modify column widths
5. Copy and paste cell contents
6. Create formulas
7. Insert and delete rows and columns
8. Format cells and cell contents
9. Hide and unhide rows and columns
10. Create a basic chart
11. Format values as a date
12. Preview and print a worksheet
13. Display and print formulas
14. Change worksheet orientation and scale content

MICROSOFT POWER POINT

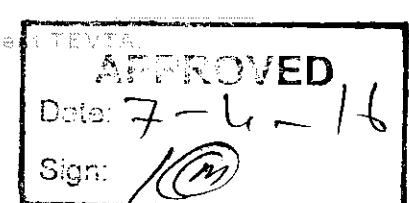
1. Use a template to create a presentation
2. View and edit a presentation
3. Copy and move selected slides
4. Move, copy, and promote items
5. Use a numbered list
6. Change fonts and formatting
7. Insert and modify clip art
8. Insert and modify Smart Art, Clip Art, Picture, table
9. Use slide layouts
10. Apply slide designs
11. Apply slide transitions
12. Apply slide animations
13. Run a slide show
14. Preview and print a presentation

INTERNET

1. Open a webpage using a web browser
2. Use Search engine to find web links
3. Sign up to create an email ID
4. Sign in to email
5. Open email inbox to check mail
6. Compose and send an email
7. Delete email
8. Attach file with email
9. Download attachment from email

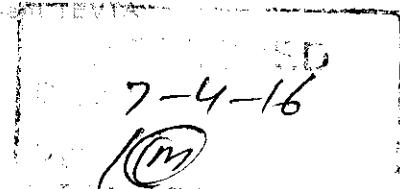
INPAGE

1. Run INPAGE program
2. Create a new file
3. Set keyboard preferences
4. Type and format a paragraph
5. Change font and font size of text
6. Add text box
7. Insert picture
8. Insert a new page
9. Set page layout
10. Print a file



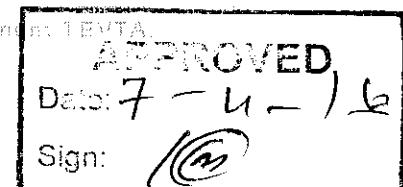
SCHEME OF STUDIES
Functional English

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction of English Sentence Structure	2	3	5
2.	Use of present indefinite tense	2	3	5
3.	Use of 'is' 'are' 'am' questions and negatives	2	3	5
4.	Ask questions	2	3	5
5.	Express daily routines	2	3	5
6.	Know how to address people	1	2	3
7.	Provide written feedback	1	2	3
8.	Dialogues	1	2	3
9.	Understand vocabulary	1	2	3
10.	Application/C.V.	1	2	3
Total		15	25	40



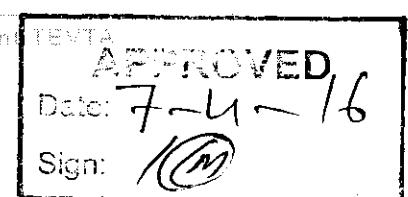
DETAIL OF COURSE CONTENTS
Functional English

S. No	Detail of Topics	Theory Hours	Practical Hours
1.	Introduction of English sentence structure	2	3
2.	Use of present indefinite tense with exercises	2	3
3.	Use of 'is' 'are' 'am' questions and negatives	2	3
4.	4.1 Ask questions 4.1.1 At work place 4.1.2 In the market 4.1.3 In classroom	2	3
5.	5.1 Express daily routines 5.1.1 Before going to college 5.1.2 Dealing with colleagues 5.1.3 Going to market	2	3
6.	6.1 Know how to address people 6.1.1 In Meetings 6.1.2 In class	1	2
7.	7.1 Provide written feedback 7.1.1 After visiting the market 7.1.2 On some official task	1	2
8.	8.1 Dialogues 8.1.1 With colleague 8.1.2 Teacher/student 8.1.3 Employer/employee 8.1.4 Booking on railway station	1	2
9.	Understand vocabulary	1	2
10.	Application / C.V.	1	2
Total		15	25



LIST OF PRACTICALS
Functional English

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play



LIST OF LABS

- ✓ Computer Lab with internet connection

LIST OF TOOLS AND EQUIPMENT

Computer Applications
(3 - Months Course)

Name of Trade	Computer Applications
Duration of Course	3 - Months

S. 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

LIST OF CONSUMABLES

S. No.	Item	Quantity
1.	Printing Paper	As per requirement
2.	Printer Toner	As per requirement

Functional English

S. No.	Item	Quantity
1.	Stationery	As per requirement
2.	Board Markers	As per requirement

MINIMUM QUALIFICATION OF TEACHER / INSTRUCTOR

➤ BCS from HEC recognized university

Functional English

➤ M.A.(English)

REFERENCE BOOKS

1. Introduction to Computer by *Peter Norton*
2. Dos the Easy Way by *Everett Murdock*
3. Windows 10: Windows 10 for Dummies by *Andy Rathbone*
4. Microsoft® Office Professional 2013 Step by Step by *Joyce Cox, Steve Lambert and Curtis Frye*
5. InPage User Manual Concept Software, India
6. InPage Urdu Complete Tutorial by *Rizwan*
7. Internet and E-mail with Windows 10 by *Studio Visual Steps*

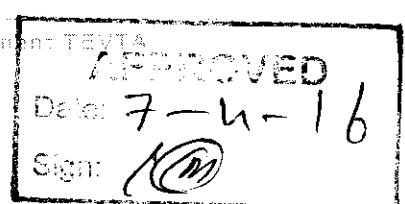
Functional English

1. High School English Grammar By *Wren & Martin*
2. Oxford English Grammar

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



LIST OF TRADE RELATED JARGON

Windows	DOS	Excel	PowerPoint
Desktop	Command Line	Spread Sheet	Presentation
Screen Saver	Prompt	Columns	Pictures
Start Menu	Directory	Rows	Graphs
Folder	Files	Sort	Tables
Properties	Path	Filters	Animation
Control Panel	Command	Cell	Video
Notification	CLS	Cell Formatting	Audio
Authentication	Del	Formula	Voice
Login	Copy <A> 	Graphs	Path
Logout	Parameters	Wrap	Source
User ID	Root Directory	Merge	Shapes
Drives	Sub Directory	Align	Text Box
Microsoft Word			
File	Layout	Format Painter	Screen Shots
Alignment	Design	Paragraph	Equation
Justify	Mailings	Clipboard	WordArt
Tabs	Review	SmartArt	Header/ Footer
Columns	References	Hyperlink	Bookmark

Curriculum Revision Committee

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Convener

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Instructor,
GTTI, Mughalpura,
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Member

