

Content of Basic computer Course

Computer:

1. Knowledge of entering data in computer.
2. Knowledge of computer typing and the commands for printing.
3. Knowledge of MS-Word and its commands.
4. Knowledge of MS-Excel and its commands.
5. Knowledge of Power-Point and its command.

Personal Project:

1. Showing competency in speed and accurate typing.
2. Present two outputs of MS-Word
3. Present two outputs of MS-Excel
4. Present one outputs of Power-Point



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Course Content of Basic Computer

Introduction:-

MS WINDOWS, COMPUTER BASICS Computer Basic, Creating Folder, Paint Dircetories, input unit, Output Unit, Control Procossing Unit, What is hardware, what is software, Windows short cut key, MS WORD.

Module 1:

- Text Basic Typing the text,Alignment of text
- Editing Text :Cut, Copy, Paste, SelectAll, Clear
- Find & Replace

Module 2:

- Text Formatting and saving file New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font color, Use the Bold, italic, and underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

Module 3:

- Working with Objects shapes, Clipart and Picture, Word art, Smart art
- Columns and Orderings- To Add Columns to a
- Document Change the Order of Objects
- Page Number, Date & Time Inserting Text boxes
- Inserting word art
- Inserting Symbols
- Inserting chart

Module 4:

- Header & Footer inserting custom Header and Footer
- Inserting Objects in the header and footer
- Add Section break to a document.

Module 5:

- Working with bullets and numbered lists Multilevel numbering and Bulleting
- Creating list
- Customizing list style


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- Page Bordering
- Page Background

Module 6:

- Tables working with Tables, Table Formatting
- Table styles
- Alignment option
- Merge and split option

Module 7:

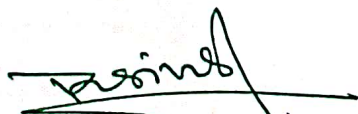
- Style and Content Using Build-in Styles, Modifying Style
- Creating style, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a footnote
- Adding Endnote

Module 8:

- Merging Documents Typing new address list
- Importing address list from Excel file
- Write and insert Field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to level
- Setting rules for merges
- Finish & Merge option

Module 9:

- Sharing and Maintaining Document changing word options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks


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Module 10:

- Proofing the Document check spelling as you type
- Mark Grammar Errors as you type
- Settings auto correct option

Module 11:

- Printing page setup, setting margins
- Print preview , print
- Ms Excel

Module 12:

- Introduction to excel Introduction to excel interface
- Understanding rows and columns, naming cells.
- Working with excel work book and sheets

Module 13:

- Formatting excel work book: new, open , close, save, save as ,
- Formatting text: front size, front style
- Front colour, use the bold, italic, and underline
- Wrap text, merge and center
- Currency, Accounting and other formats
- Modifying columns, rows & cells

Module 14:

- Perform calculations with functions creating simple formulas
- Setting up your own formula
- Date and time functions, Financial Function
- Logical Function, look-up and Reference
- Functions mathematical function
- Statistical function, text functions



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Module 15:

- Short and filter data with excel short and filtering data
- Using number filter, text filter
- Custom Filtering
- Removing Filter from Column
- Conditional formatting
- MS PowerPoint

Module 16:

- Setting Up PowerPoint Environment: New , Open , Close ,Save , Save As
- Typing The text, alignment to text
- Formatting text : Front size , front style
- Front colour , use the bold , italic , and underline cut , copy, paste ,
- Select all , clear text
- Find and replace working with tabs and indents

Module 17:

- Creating slides and applying themes inserting new slide
- Changing layout of slides
- Duplicating slide
- Copying and pasting slides
- Applying themes to the slide layout
- Changing theme colour
- Slide background
- Formatting slide Background
- Using Slide Views

Module 18:

- Working with bullets and numbering multilevel numbering and bulleting
- Creating list
- Page bordering
- Page background
- Alignment Text
- Text direction
- Columns option



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Module 19:

- Working with Objects Shapes, Clipart and picture , word art , smart
- Art changes the order of objects
- Inserting slide header and footer
- Inserting texts boxes
- Inserting shapes using quick style
- Inserting word art
- Inserting symbols
- Inserting chart

Module 20:

- Hyperlinks and action Buttons inserting Hyperlinks and action buttons
- Edits hyperlinks and action buttons
- World art shapes


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CLOS For Value Added Courses
Basic Computer Course

ICT – To acquire knowledge of Information technology, information systems and effecting browsing of internet.

CLO 1: To Provide an Opportunity to develop inter disciplinary Skills.

CLO 2: To process the skills and qualifications responsive to the needs of the time.


CLO 3: To produce graduates who shall be professionally competent and globally competitive.

CLO 4: To make them able to a positive contribution to the betterment of their life.


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Content Of English Speaking Course

1. Phonetics
2. Pronunciation of words
3. Spoken Skills
4. Grammar
5. Vocabulary and Word Recognition
6. Writing Skills
7. Oral Expression of the Language


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CLOS FOR VALUE ADDED COURSE

ENGLISH SPEAKING COURSE

STUDENTS TEACHERS WILL ENABLE TO

CLO 1: Student will review the grammatical form of English and the use of these forms in specific communicative contexts, which include: class activities, homework assignments reading of text and writing.

CLO 2: Students will attain and enhance competence in the four modes of literacy writing speaking, reading and listening.

CLO 3: Students will develop their ability as critical readers and writers.

CLO 4: Students will produce a short research paper using the drafting process.

CLO 5: Students will heighten their awareness of correct usage of English grammar in writing and speaking.

CLO 6: students will improve their speaking ability in English both in terms of fluency and comprehensibility.


CLO 7: Students will give oral presentations and receive feedback on their performance.

CLO 8: Students will increase their reading speed and comprehension of academic articles.

CLO 9: Students will improve their reading fluency skills through extensive reading.

CLO 10: Students will enlarge their vocabulary by keeping a vocabulary journal.

CLO 11: Students will strengthen their ability to write academic papers, essays and summaries using the process approach.


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