Training Schedule

Computer and Office Applications (631)

(Theory 40 hrs, Practical- 80 hrs)

S. No.	Week	Schedule	Topic Name	Instructions to the Trainer Theory	Instructions to the Trainer Practical	Learning Outcomes
1	1	Day 1	Computer Basics: Organization (2hrs Th + 3hrs practical)	• Explain the characteristics of a computer and the organization of all its functional units – show different parts of CPU to the learners and help them to identify each of those parts.	• Demonstrate different types of I/O devices and discuss with learners the difference between input and output devices	• Identify input and output devices
2	1	Day 2	Computer Basics: Hardware V/S Software (2hrs Th + 3hrs practical)	• Demonstrate different hardware devices to learners and explain the usage of these devices. • Learners shall understand the meaning of, and differentiate between, the hardware and software devices.	• Introduce learners to the operating systems and system software. Give them demo of OS installation.	• Identify hardware devices • Install operating system
3	2	Day 1	Computer Basics: Software (2hrs Th + 3hrs practical)	• Explain about software and make them familiar with the widely used application software programs.	• Practice basic computer operations, program usage and file management. • Practice well of using windows explorer.	• Perform basic file operations using Windows Explorer
4	2	Day 2	Data Communication between Computers (2hrs Th + 3hrs	• Explain the concept of data communication and components used for data communication.	• Share the different types of Communication Media and	• Secure your computer

			practical)	• Discuss the concept and importance of computer security.	Communication services.	
5	3	Day 1	Introductions to Computer Networks (2hrs Th + 3hrs practical)	• Explain different types of modems and their usage. • Explain the characteristics and benefits of a computer network.	• Share files and folders with others across different computers over the network and explain the process used behind this.	• Share files and folders in a computer network
6	3	Day 2	Computer Networking in Detail (2hrs Th + 3hrs practical)	• List the types of Computer Networks. • Explain Conferencing and teleconferencing.	• Do teleconferencing using different computer systems	• Organize teleconfere ncing
7	4	Day 1	Basic Introduction of Internet (2hrs Th + 3hrs practical)	• Discuss with learners about what is internet and advantages of using internet. • Discuss the various services of internet.		• Use various services of Internet and recall
8	4	Day 2	Types of Internet Connections (2hrs Th + 3hrs practical)	• Share and explain about the different types of Internet connections and their pros and cons.	• Connect and disconnect to the available types of connection while understanding the significance of each of the parameter required connecting.	• Connect to Internet
9	5	Day 1	Using Internet (0hrs Th + 5 hrs Practical)		• Practice sending and receiving emails and understand the process. • Upload and download files and different kinds of attachments to/from an	• Send / receive emails (with attachment)

						email.	
10	5	Day 2	Introduction to Word Program – Creating and Editing (2hrs Th + 3 hrs practical)	• Get familiar with the layout and menu-bar of a word program.	• Practice learners on opening and closing a new or an existing word program. • Write/delete/copy/move text in a word program. • Use the different types of bulleted list.	• Create a document
11	6	Day 1	Formatting a Word Program (1 hr Th + 4 hrs Practical)		• Format the text in different styles and use the spelling and grammar check. • Add graphics and media in a word program.	• Format a document
12	6	Day 2	Word Program - Page Level formatting (1 hr Th + 4 hrs Practical)	• Use the page layout of a word document.	• Put page numbers and header/footer in a document. • Use the available printer device and print their document.	• Print a document after setting the layout of the page
13	7	Day 1	Office Tools – Mail Merge (2 hrs Th + 3 hrs Practical)	• Explain (step-by-step) the different components and documents required for mail merge.	• Create a new or use an existing document. • Create a data source and add lists and addresses in it. • Merge the documents and data into the main document	• Create mail merge
14	7	Day 2	Basics of the Spreadsheets (2 hrs + 3 hrs Practical)	• Explain the features and usage of a spreadsheet.	• Create / open / close a spreadsheet and add / remove or rename the worksheets in it. • Add / edit / replace the data	• Create spreadsheets

					and modify the cells / rows / columns in a worksheet.	
15	8	Day 1	Using Formulas & Functions in Spreadsheets (1 hr Th + 4 hours Practical)	• Make the learners aware about the benefits of using the functions and formulas available in spreadsheets.	• Entering / copying the formulas and functions with and without cell references. • Use the operators within the formulas in right order.	• Use formulas and functions in spreadsheet
16	8	Day 2	Formatting Spreadsheets (2hrs Th + 3 hrs Practical)	• Go through the available format styles available for different type of data at cell level, e.g. dates.	• Format the rows and columns based on their content – using the correct width / height, wrapping and auto-fit options. • Explain to learners about how they shall format the overall worksheet in order to print them in right size.	• Format spreadsheets
17	9	Day 1	Charts in Spreadsheets (1 hr Th + 4 hrs Practical)	• Explain various type of charts available in spreadsheets in order to represent data in graphical form. • Identify and use the right type of chart given for particular type of data.	• Create chart using different fields of data.	• Insert charts according to given data
18	9	Day 2	Getting started with MS Access Office Tool (1hr Th + 4 hrs Practical)	• Use an access program to create a blank or template based database or use an existing database.	• Add data in a table and learn about the allowed data types. • Saving /	• Create a database

					modifying data tables and working on its columns / fields in different views.	
19	10	Day 1	MS Access – Working on Queries (2hr Th + 3 hrs Practical)	• Explain to learners about queries in MS Access and how they can write / view and sort queries.	• Add criteria in queries • Execute queries and retrieve records.	• Write queries and retrieve records based on criteria
20	10	Day 2	MS Access – Forms & Reports (2 hrs Th + 3 hrs Practical)	• Use forms in access and use its various fields.	• Create reports using different available tools / wizards and print them.	• Create forms and reports
21	11	Day 1	Office Tools – PowerPoint Program (2 hrs Th + 3 hrs Practical)	• Explain how to use PowerPoint program and create a blank or template based presentation.	• Add slides and content into slides – and apply design templates to them. • Use different layouts and views of slides to move between slides and order them.	• Create presentatio n
22	11	Day 2	PowerPoint Program – working on content (2hrs Th + 3 hrs Practical)	• Add different types of content in slides and format them accordingly.	• The page setup in order to print and save the slides as different file types. • Run a slide-show and use notes.	• Format slides
23	12	Day 1	Introduction to Website Development (2 hrs Th + 3 hrs Practical)	• Explain about website and its components. • Discuss with learners the plan behind getting a website and defining the right audience. • Work on directory	• Work on different components of design in order to develop the look and feel of website.	• Identify the components of website and the right audience.

				structure and layout.		
24	12	Day 2	Going online with website (1 hr Th + 4 hrs Practical)	• Explain about register a domain name for their website. • Guide learners about web-hosting, its commonly used terms and types of hosting and hosting providers.	• Identify the steps for registering a domain name for website.	• Register a domain name for website