

TRAINING OBJECTIVES

This curriculum aims to prepare the trainees to work as computer operator in a multi-tasking and multidimensional environment, as per need of job market demand and enabling them to type official documents, input data handling, very basic computer hardware and network, usage of Copier & fax, sending emails, developing presentations as well as use of office equipment safely along with ethical values.

CURRICULUM SALIENTS

Entry-level	Matric
Duration of Course	1 year (2-semesters)
Total Training Hours	1600-hours (800 hrs./ Semester)
Training Hours/week	40-Hours per Week
Training Hour a day	7-hours per day (Friday 5 hours)
Training Methodology	75 % Practical
	25 % Theory
Medium of Instruction	English / Urdu

SKILL COMPETENCY DETAILS:-

On successful completion of this course, the students / trainee will be able to:-

- Configure basic operating system
- Email and Internet
- Configure Network
- Basic Troubleshooting Hardware
- Work proficiently in MS Office (Word, Excel PP, Access, Outlook).
- Handle Office procedure and usage of English.
- Operate computer for office requirement properly.
- Use the basic techniques of computer.
- Use office equipments such as fax, copier, scanner, printer etc.
- File the correspondence properly.
- Handling the incoming & outgoing mail / e mail.
- Use the office procedure with the new techniques of office.
- Typing business / officials letters application memos invitations spread sheets 7 presentations.
- Initiate the case of urgency and manage.

KNOWLEDGE PROFICIENCY DETAILS

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

- Express and use the computer for correspondence, presentation etc.
- Describe the procedure and process of modern office.
- Understand how to enter and edit data in MS word
- Understand how to apply formula in MS Excel.
- Understand the importance of hardware components of computer and trouble shooting.
- Deal & proceed with incoming and outgoing mails.
- Understand how to use in page in Urdu fonts.
- Understand the knowledge of outlook Explorer.

CURRICULUM DELIVERY STRUCTURE**1ST SEMESTER**

	Course Delivery	Co Curricula Activities / Vacations	Test	Total
Week	1-20	21-25	26	26
	20	5	1	

2ND SEMESTER

	Course Delivery	Co Curricula Activities / Vacations	Final Test	Total
Week	1-20	21-25	26	26
	20	5	1	

SCHEME OF STUDIES**1st Semester**

Sr. No.	Subject	Theory Contact Hrs.	Theory Credit Hrs.	Practical Contact Hrs.	Practical Credit Hrs.	Total Marks	Total Contact Hrs.
1	Introduction to computer & Hardware Integration	20	1	120	2	50+100	140
2	Operating System	40	2	60	1	100+50	100
3	MS Office (Word, Excel)	40	2	240	4	100+200	280
4	Office Procedures	40	2	180	3	100+150	220
5	Functional English	40	2	-	-	100+0	40
6	Work Ethics	20	1	-	-	50+0	20
Total Hours		200	10	600	10	1000	800

2nd Semester

Sr. No.	Subject	Theory Contact Hrs.	Theory Credit Hrs.	Practical Contact Hrs.	Practical Credit Hrs.	Total Marks	Total Contact Hrs.
1	MS.Office (Power Point+Outlook+Ms.Access)	40	2	300	5	100+250	340
2	Internet & E- mail	20	1	120	2	50+100	140
3	Networking Concepts	20	1	60	1	50+50	80
4	In page	-		120	2	0+100	120
5	Business Communication	60	3	-		150+0	60
6	Functional English	40	2	-		100+0	40
7	Work Ethics	20	1	-		50+0	20
Total Hours		200	10	600	10	1000	800

DETAIL OF COURSE CONTENTS**Computer Operator**

(01-Year Course)

1st Semester

Sr. #.	Detail of Topics	Theory Periods	Practical Periods
1.	Introduction to Computer & Hardware Integration.		
	1.1. Introduction to Computers.	3	10
	1.1.1 Information Technology		
	1.1.2 What is Computer		
	1.1.3 History of Computers		
	1.1.4 Types of computers		
	1.1.5 Concepts of Software and Hardware		
	1.1.6 Information		
	1.1.7 Data		
	1.2. Computer Components	2	20
	1.2.1 Hardware / Software		
	1.2.2 Central Processing Unit		
	1.2.3 Memory		
	1.2.4 Storage Devices		
	1.2.5 Input Devices		
	1.2.6 Output Devices		
	1.3. Four Operation of Computer Systems	3	20
	1.3.1 Input		
	1.3.2 Processing		
	1.3.3 Storage		
	1.3.4 Output		
	1.4. System Configuration.	2	30
	1.4.1 What Do I need?		
	1.4.2 Operating System Installations		
	1.4.3 What can I Add Later?		

1.4.4 How do I setup my Computer?		
1.5. Introduction to computer Hardware	2	
1.5.1 What is Computer Hardware What is Device and Device Drivers		
1.5.2 Hardware Integration		
1.6. Computer Hardware Types.	8	40
1.6.1 Central Processing Unit (CPU)		
1.6.2 Keyboards		
1.6.3 Monitors / LCD/LED		
1.6.4 Disk Drivers		
1.6.5 Digital Flash Drivers		
1.6.6 Random Access Memory		
1.6.7 Mouse		
1.6.8 Graphic Cards		
1.6.9 Modem		
1.6.10 Digital Cameras		
1.6.11 Scanner		
1.6.12 Multimedia Projector		
1.6.13 Audio Speaker		
1.6.14 Telephone Cables		
1.6.15 Data Cables		
1.6.16 Power Cables		
1.6.17 Printers		
1.6.18 Dot Matrix		
1.6.19 Laser		
1.6.20 Inkjet		
1.6.21 Cards		
1.6.22 Sound Card		
1.6.23 Color Card		
1.6.24 Network Card		
1.6.25 Video Card		
1.6.26 Wi-Fi Card		

2.	Operating System		
2.1	Introduction to Operating System	02	
2.1.1	Operating system Concept		
2.1.1.1	Definition of Operating system		
2.1.1.2	Goals of Operating System		
2.1.1.3	Layers of hardware with OS		
2.1.1.4	Booting the system		
2.1.1.5	Examples of operating system		
2.1.2	Components of operating System	02	
2.1.2.1	Process Management		
2.1.2.2	Memory Management		
2.1.2.3	Secondary Storage Management		
2.1.3	Types of Operating System	02	
2.1.3.1	Single User OS		
2.1.3.2	Multi User OS		
2.1.3.3	Batch OS		
2.1.3.4	Time Sharing OS		
2.1.3.5	Real Time OS		
2.1.3.6	Embedded OS		
2.2	Introduction to Windows		
2.2.1	Window XP intro	07	10
2.2.1.1	Installation of window XP		
2.2.1.2	Starting and Logging On to Windows XP Professional		
2.2.1.3	Understanding the Windows XP Screen		
2.2.1.4	A Look at the New Windows XP Start Menu		
2.2.1.5	Using the Mouse		

2.2.1.6	Exiting Windows and Turning Off Your Computer		
2.2.2	Window Vista and Window 7 Introduction	07	08
2.2.2.1	Installation of Vista		
2.2.2.2	Installation of window 7		
2.2.2.3	Interfaces of both windows		
2.3	Working with a Window	02	08
2.3.1	Window Working		
2.3.1.1	Starting a Program		
2.3.1.2	Understanding the Parts of a Window		
2.3.1.3	Minimizing, Maximizing, and Restoring a Window		
2.3.1.4	Closing a Window		
2.3.1.5	Moving a Window		
2.3.1.6	Sizing a Window		
2.3.1.7	Switching Between Windows		
2.3.2	Working with Programs	02	05
2.3.2.1	Using Menus		
2.3.2.2	Using Toolbars		
2.3.2.3	Filling Out a Dialog Box		
2.3.2.4	Entering Text in the WordPad Program		
2.3.2.5	Editing Text		
2.3.2.6	Saving and Opening a File		
2.3.2.7	Selecting, Replacing, and Deleting Text		
2.3.2.8	Using Undo		
2.3.2.9	Printing a File		
2.3.2.10	Cutting, Copying and Pasting Text		
2.3.3	Getting Help by Contents	02	02
2.3.3.1	Getting Help with the Help Index and Search		
2.3.3.2	Saving and Opening Files in Different Locations		
2.3.4	Working with Files and Folders	02	08
2.3.4.1	Understanding Storage Devices, Folders and Files		
2.3.4.2	Using My Computer to See What's in Your Computer		
2.3.4.3	Opening a Folder		

	2.3.4.4	Creating and Renaming a Folder		
	2.3.4.5	Copying, Moving and Deleting a Folder		
	2.3.4.6	Opening, Renaming and Deleting a File		
	2.3.4.7	Copying and Moving a File		
	2.3.4.8	Restoring a Deleted File and Emptying the Recycle Bin		
	2.3.5	A Closer Look at Files and Folders	02	07
	2.3.5.1	Changing How Information is Displayed		
	2.3.5.2	Selecting Multiple Files and Folders		
	2.3.5.3	Finding a File Using the Search Companion		
	2.3.5.4	Managing the Search Companion		
	2.3.6	Using Windows Explorer	03	08
	2.3.6.1	File Management Using Windows Explorer		
	2.3.6.2	Using MS-DOS		
	2.3.6.3	Internal Commands		
	2.3.6.4	External Commands		
	2.3.6.5	Creating and Using a Compressed Folder		
2.4	Partition		03	02
	2.4.1	Disk Partition		
	2.4.1.1	Primary Partition		
	2.4.1.2	Extended Partition		
	2.4.1.3	Volumes		
	2.4.2	File System	04	02
	2.4.2.1	FAT		
	2.4.2.2	Feature of FAT		
	2.4.2.3	FAT 32		
	2.4.2.4	Features of FAT 32		
	2.4.2.5	NTFS		
	2.4.2.6	CDFS		
	2.4.2.7	Difference between FAT and NTFS		

3	MS-Office (Word, Excel) 2010		
3.1	Getting Started with Word	2	5
	3.1.1 Identify the Elements of the Word 2010 Interface		
	3.1.2 Identify New Documents Navigation Pane and Search		
	3.1.3 Using Microsoft Word Help		
	3.1.4 Customizing Word 2010 ribbon		
	3.1.5 Customize quick Access Toolbar		
3.2	Working with documents	2	30
	3.2.1 Creating a New Document		
	3.2.2 Create a Documents from a Template		
	3.2.3 Save and Reuse Template		
	3.2.4 Opening& Saving Recent Documents		
	3.2.5 Save Documents in PDF and XPS Format		
	3.2.6 Delete a Documents		
	3.2.7 Typing & Selecting Text		
	3.2.8 Selecting Default Font		
	3.2.9 Documents Protection		
	3.2.10 Spelling check and Correction		
	3.2.11 Toolbars		
	3.2.12 Change Documents Compatibility Mode		
	3.2.13 Document Sharing		
	3.2.14 Maintaining Documents Versions		
3.3	Editing document	1	5
	3.3.1 Undo & Redo		
	3.3.2 Cut, Copy & Paste		
3.4	Finding & Replacing Text	1	5
	3.4.1 Find & Replace		
	3.4.2 Go to		
3.5	Inserting	2	26
	3.5.1 Cover Page, Blank Page & Page Break		
	3.5.2 Header & Footer		
	3.5.3 Symbols		
	3.5.4 Date & time		

	3.5.5 Page No		
	3.5.6 Drop Cap		
	3.5.7 Hyper Link, Bookmark & Cross Reference		
	3.5.8 Picture, Clip Art & Shape		
	3.5.9 Watermark, Smart Art & Word Art		
	3.5.10 Charts, Equation & Symbol		
	3.5.11 Page Border		
	3.5.12 Page Orientation		
3.6	Formatting	2	10
	3.6.1 Fonts, Character & Paragraph		
	3.6.2 Border & Shading		
	3.6.3 Auto text		
	3.6.4 Bullets & Numbering		
	3.6.5 Tabs and Margins		
	3.6.6 Line Spacing		
	3.6.7 View Documents and Layout		
	3.6.8 Page Width		
3.7	Tables	2	20
	3.7.1 Insertion & Selection		
	3.7.2 Cells, Rows columns		
	3.7.3 Deleting Table, Rows & Columns		
	3.7.4 Merging & Splitting Cells		
3.8	Special Topics for Writing reports and Research	5	10
	3.8.1 Bibliography		
	3.8.2 Headings		
	3.8.3 Table of Contents		
	3.8.4 Endnote & Footnote		
	3.8.5 Caption		
	3.8.6 Table of Figures		
	3.8.7 References		
	3.8.8 Mailing		

	3.8.9 Review Documents, Spelling & Grammar Check		
	3.8.10 Translate and Language Selection		
	3.8.11 Commenting in Documents		
3.9	Printing	1	5
	3.9.1 Printer Selection		
	3.9.2 Print preview		
	3.9.3 Print Documents or Selected Pages		
	3.9.4 Printer Preferences and Setting		
	3.9.5 Print both sides of Paper (Duplex Printing) in Words.		
	<u>Introduction to Excel 2010</u>		
3.10	Getting Started with Excel	2	10
	3.10.1 An overview of Excel		
	3.10.2 Using Microsoft excel Help		
	3.10.3 Navigate and Select cells in excel		
	3.10.4 Select Data		
	3.10.5 Enter Data		
	3.10.6 Save a Workbook		
3.11	Modifying a Worksheet	2	10
	3.11.1 Move and Copy Data Between cells		
	3.11.2 Fill Cells with Series of Data		
	3.11.3 Edit Cell Data		
	3.11.4 Insert and Delete Cells, Columns, and Rows		
	3.11.5 Find, Replace, and Go TO Cell data Spell Check a Worksheet		
3.12	Performing Calculations	2	20
	3.12.1 Create Basic Formulas		
	3.12.2 Calculate with Function		
	3.12.3 Copy Formulas and Functions		
	3.12.4 Create and Absolute Reference		

3.13	Formatting a Worksheet	2	20
	3.13.1 Change Font size and Type		
	3.13.2 Add Borders and Color to cells		
	3.13.3 Change Column Width and Row height		
	3.13.4 Merge Cells		
	3.13.5 Apply Number Formats		
	3.13.6 Create a Custom Number Format		
	3.13.7 Align Cell Contents		
	3.13.8 Find and Replace Formats		
	3.13.9 Apply and AutoFormat		
	3.13.10Apply Styles		
	3.13.11		
3.14	Developing a Basic Workbook	2	10
	3.14.1 Format Worksheet Tabs		
	3.14.2 Reposition Worksheets in a Workbook		
	3.14.3 Insert and Delete Worksheets		
	3.14.4 Copy and Paste Worksheets		
	3.14.5 Copy a Workbook		
3.15	Printing Workbook Contents	2	10
	3.15.1 Set a Print Title		
	3.15.2 Create a Header an a Footer		
	3.15.3 Set Page Margins		
	3.15.4 Change Page Orientation		
	3.15.5 Insert and Remove Page Break		
	3.15.6 Print a Range		
3.16	Customizing Layout	2	10
	3.16.1 Split a Worksheet		
	3.16.2 Arrange Worksheets		
	3.16.3 Freeze and Unfreeze Rows and Columns		
	3.16.4 Hide and Unhide Worksheet		

	3.17 Calculating Data with Advanced Formulas	2	10
	3.17.1 Apply Cell and Range Names		
	3.17.2 Calculate Data across Worksheets		
	3.17.3 Use Special zed Functions		
	3.17.4 Analyze Data with Logical and Lookup Functions		
	3.18 Organizing Worksheets and Table Data	1	5
	3.18.1 Create and Modify Tables		
	3.18.2 Format Tables		
	3.18.3 Sort or Filter Worksheets or Table Data		
	3.18.4 Use Function and calculate Data in a Table or Worksheet		
	3.19 Presenting Data Using Charts	1	5
	3.19.1 Create a Chart		
	3.19.2 Modify Charts		
	3.19.3 Formats Charts		
	3.20 Analyzing Data Using PivotTables, Slicers, and Pivot Charts	2	5
	3.20.1 Create a PivotTable Report		
	3.20.2 Filter Data Using Slicers		
	3.20.3 Analyze Data Using Pivot charts		
	3.21 Inserting Graphic Objects	1	5
	3.21.1 Insert and Modify Pictures and ClipArt		
	3.21.2 Draw and Modify Shapes		
	3.21.3 Illustrate Workflow Using Smart Art Graphics		
	3.21.4 Layer and Group Graphic Objects		
	3.22 Customizing and Enhancing Workbooks and the Excel Environment	1	4
	3.22.1 Customize the Excel Environment		
	3.22.2 Customize Workbooks		
	3.22.3 Manage Themes		
	3.22.4 Create and Use Template		

4.	OFFICE PROCEDURE		
4.1	OFFICE	15	5
4.1.1	Types of business organization		
4.1.2	Role of an office in an organization		
4.1.3	Departments		
4.1.4	Job Description of Computer Operator		
4.1.5	Open – close offices		
4.2	Use of Performa's	10	15
4.2.1	Reception Register		
4.2.2	Staff in and Staff out Register		
4.2.3	Internal order / stock Requisition form a Department		
4.2.4	Stationary Stock –Card		
4.2.5	Purchase Requisition form		
4.3	MAILING PROCEDURE	15	25
4.3.1	Sorting		
4.3.2	Incoming mail Producers		
4.3.3	Incoming mail Register		
4.3.4	Out going mail register		
4.3.5	Information about courier Companies		
4.3.6	Remittance Book		
4.3.7	Circulation of document		
4.3.8	Electronic mail		
4.4	The Copier		35
4.4.1	Purpose of the Machine		
4.4.2	Function of the Parts		
4.4.3	The control panel		
4.4.4	Paper size		
4.4.5	Record Keeping		
4.4.6	Manual / automatic feeding		
4.4.7	Single / double side copies		
4.4.8	Margin for punching		
4.4.9	Enlargement / reduction / centralization		
4.4.10	Interruption of coping		

	4.5 Fax Machine		20
	4.5.1 Purpose of the Machine		
	4.5.2 Relevant parts of the machine and their functions		
	4.5.3 The control panel		
	4.5.4 Sending and receiving messages		
	4.5.5 Copying		
	4.5.6 Phoning		
	4.6 Filing and filing Methods		35
	4.6.1 Definition and purpose of filing		
	4.6.2 Documents for filing		
	4.6.3 Vertical Lateral Horizontal filing		
	4.6.4 Files and Folders		
	4.6.5 Filing aids		
	4.6.6 Filing steps		
	4.6.7 Alphabetical filing		
	4.6.8 Numerical filing		
	4.6.9 Subject oriented filing		
	4.6.10 Case study		
	4.7 Working of Organization		20
	4.7.1 Definition and purpose of time management Working desk		
	4.7.2 Organization of working area		
	4.7.3 Methods of work planning		
	4.7.4 Handling of routine work		
	4.7.5 Use of different performs		
	4.8 Telephoning		25
	4.8.1 Receiving Call		
	4.8.2 Transfer Call		
	4.8.3 Making Call		
	4.8.4 Message taking / Conveying		
	4.8.5 Etiquette and Courtesy		
	4.8.6 Dos & Don'ts		
5.	Functional English	40	
6.	Work Ethics (Lab. Theory)	20	

2nd Semester

Sr. #.	Detail of Topics	Theory Hours	Practical Hours
1.	MS-Office (Power Pt.+ Outlook + Access) <u>Introduction to Power Point 2010.</u>		
	1.1. Getting Started with Power Point	1	10
	1.1.1 Identify the Elements of the Power Point		
	1.1.2 2010 Interface		
	1.1.3 View a Presentation		
	1.1.4 Save a Presentation		
	1.1.5 User Microsoft Power Point Help		
	1.2. Creating a Basic Presentation	1	30
	1.2.1 Select a Presentation type		
	1.2.2 Enter Text		
	1.2.3 Edit Text		
	1.2.4 Format Text Placeholders		
	1.2.5 Add slider to a Presentation		
	1.2.6 Arrange Slides		
	1.2.7 Work with Themes		
	1.3. Formatting Text on Slides	½	10
	1.3.1 Apply Character Styles		
	1.3.2 Form Paragraph		
	1.4. Adding Graphical Object to a Presentation	1	10
	1.4.1 Insert Images to Presentation		
	1.4.2 Add Shapes		
	1.4.3 Adding Visual Style to Text in a Presentation		
	1.5. Modifying Graphical Objects in Presentation	1	10
	1.5.1 Edit Graphical Objects on a Slide		
	1.5.2 Format Graphical Objects on a Slide		
	1.5.3 Group Graphical Objects on a Slide		
	1.5.4 Arrange Graphical Objects on a Slide		

1.5.5 Apply an animation Effects to a Graphical Objects		
1.6. Working with Table	1	08
1.6.1 Insert a Table		
1.6.2 Format Tables		
1.6.3 Import Tables Form Other Microsoft Office		
1.7. Working with Charts	1	08
1.7.1 Insert Charts		
1.7.2 Modify Charts		
1.7.3 Import Charts from Other Microsoft Office application		
1.8. Preparing to Deliver a Presentation	1	08
1.8.1 Review the Content of a Presentation		
1.8.2 Divide a Presentation into sections		
1.8.3 Add Transitions		
1.8.4 Add Speaker Notes		
1.8.5 Print Presentation		
1.8.6 Deliver a Presentation		
1.9. Customizing the Power Point Environment	1	08
1.9.1 Customize the Power Point Interface		
1.9.2 Set option for Working with Power Point		
1.10. Customization a Design Template	1	08
1.10.1 Set up slides master		
1.10.2 Create custom Slide Layouts		
1.10.3 Add Header and Footers		
1.10.4 Modify the Notes Master		
1.10.5 Modify Handout Master		
1.11. Adding Smart Art Graphics to a Presentation	1	08
1.11.1 Insert Multimedia Elements		
1.11.2 Customize Slide Component Animation		
1.11.3 Adding Hyperlink to Navigate Slides		
1.12. Customizing a Slide show	½	6
1.12.1 Set up custom Slide Show		
1.12.2 Anon Presentation		

1.12.3 Create Presenter Independent Slide Show		
1.12.4 Set up Slide Show to Repeat Automatically		
1.13. Collaborating on Presentation		
1.13.1 Review Presentation	1	08
1.13.2 Publish Access to a Public Slide Library		
1.13.3 Restore Access to a shared Presentation		
1.13.4 Share Presentation using PowerPoint Web app		
1.13.5 Converting Presentation into a Video		
1.13.6 Publishing Presentation on Other File Format app		
1.13.7 Coveting Presentation into a video		
1.13.8 Publishing Presentation on Other File Format		
<u>Introduction to Outlook 2010</u>		
1.14. Getting Started with Outlook		
1.14.1 Identify the Elements of the Outlook 2010 Interface	1	08
1.14.2 Read an email Message reply an email Message		
1.14.3 Reply to and Forward an Email Message		
1.14.4 Delete an Email Message		
1.14.5 Using Microsoft Outlook Help		
1.15. Composing Messages		
1.15.1 Create an Email Message	1	08
1.15.2 Format an email Message		
1.15.3 Check spelling and Grammar		
1.15.4 Attach a File		
1.15.5 Enhance an Email Message		
1.15.6 Send an Email Message		
1.16. Organizing Messages		
1.16.1 Manage Email Message	1	8
1.16.2 Move Email messages into Folders		
1.16.3 Open and save and Attachment		
1.17. Managing Contacts		
1.17.1 Add a Contact	1	5
1.17.2 Sort and Find Contacts		

1.17.3 Find the Geographical Location of a contact		
1.17.4 Update Contact		
1.18. Scheduling Appointment	1	5
1.18.1 Explore the Outlook calendar		
1.18.2 Reply to a Machine		
1.18.3 Track an Update Schedule an Appointment		
1.18.4 Edit Appointments		
1.19. Managing Meeting in Outlook	1	6
1.19.1 Schedule a Meeting		
1.19.2 Reply to a Meeting		
1.19.3 Track and Update Schedule Meetings		
1.19.4 Print the Calendar		
1.20. Managing Tasks and Notes	1	5
1.20.1 Create a task		
1.20.2 Edit and Update a task		
1.20.3 Create Note		
1.20.4 Edit Note		
1.21. Customizing Message Options	1	10
1.21.1 Modify Message Setting		
1.21.2 Modify Delivery Options		
1.21.3 Change the Message Format		
1.21.4 Set the Out of the Office Notification		
1.21.5 Create a contact Group		
1.21.6 Insert a Hyperlink		
1.22. Organizing and Location Messages	1	10
1.22.1 Sort Messages using Multiple Criteria		
1.22.2 Find Messages using Instant search		
1.22.3 Find Messages using Multiple Criteria		
1.22.4 Filter Messages		
1.22.5 Manager Junk Email		
1.23. Setting Calendar Options	½	5
1.23.1 Set Workdays and Time		
1.23.2 Display an Additional Time zone		
1.23.3 Set Availability Options		

1.23.4 Create Calendar Group		
1.23.5 Manage Automatic meeting Responses		
1.24. Customizing the Outlook Environment	1	5
1.24.1 Customizing the Relation Ribbon and Quick Access		
1.24.2 Toolbar		
1.24.3 Customize the To-do bar		
1.24.4 Create Folder Home Page		
<u>Introduction to Access 2010</u>	1	5
1.25. Getting Started with Access		
1.25.1 Identify the Elements of the Access 2010 Interface		
1.25.2 Identify the Components of a Database		
1.25.3 Examine the Relation Data design Process		
1.25.4 Using Microsoft Access Help		
1.26. Building the Structure of Database	1	5
1.26.1 Create a New Database		
1.26.2 Create a Table Using design view		
1.26.3 Modifying the table structure		
1.26.4 Establish Table Relationships		
1.27. Managing Data in Table	1	5
1.27.1 Modifying Table Data		
1.27.2 Sort and Filter Record		
1.27.3 Work with Subdatasheets		
1.28. Querying a Database	1	5
1.28.1 Create a Query Copy		
1.28.2 Add Criteria to a Query		
1.28.3 Add a Calculated Field to Query		
1.28.4 Perform Calculation on a Record Grouping		
1.29. Designing a Forms	1	5
1.29.1 Create a form		
1.29.2 Modify the Design of Form		
1.29.3 View and add Data Using and Access Form		
1.30. Reports Generation	1	8
1.30.1 Create a Report		

1.30.2 View an Access Report		
1.30.3 Add a Calculated Field to a Report		
1.30.4 Format the Control in a report		
1.30.5 Apply a Theme to a report		
1.30.6 Prepare a Report for Print		
1.31. Controlling Data Entry	1	5
1.31.1 Constrain data Entry Using Field Properties		
1.31.2 Establish Data Entry Formats for Entering Field Values		
1.31.3 Create a List of Values for a Field		
1.32. Joining Tables	1	5
1.32.1 Joining Query Joins		
1.32.2 Join Unrelated Tables		
1.32.3 Relate Data with in a Table		
1.33. Creating Flexible Queries	1	5
1.33.1 Retrieve Records Using Select Queries		
1.33.2 Retrieve Records Based on Input Criteria		
1.33.3 Manipulate Data using Queries		
1.34. Improving Forms	½	5
1.34.1 Design a Form		
1.34.2 Enhance the Appearance of a form		
1.34.3 Restrict Data Entry in Forms		
1.34.4 Add Command Button in Forms		
1.34.5 Create a Sub form		
1.35. Customizing Reports	1	5
1.35.1 Organize Report Information		
1.35.2 Format Reports		
1.35.3 Control Report Pagination		
1.35.4 Summarize Report Information		
1.35.5 Add a Mailing Label Report		
1.35.6 Create a Mailing Label report		
1.36. Sharing Data across Application	1	5
1.36.1 Import Data into Access		
1.36.2 Export Data		
1.36.3 Analyze Access Data in Excel		

1.36.4 Export Query Results		
1.36.5 Mail Merge Access Data with a Word Documents		
1.37. Structuring Existing Data		
1.37.1 Restructure the Data in a Table	1	5
1.37.2 Create a Junction Table		
1.37.3 Improve the Table Structure		
1.38. Writing Advanced Queries		
1.38.1 Restructure the Data in a Table	1	5
1.38.2 Create a Junction Table		
1.38.3 Improve the Table Structure		
1.39. Writing Advanced Queries		
1.39.1 Create Sub Queries	1	5
1.39.2 Create unmatched and Duplicate Queries		
1.39.3 Group and Summarize Records Using Criteria		
1.39.4 Create a Pivot Table and Pivot Chart		
1.40. Simplifying Task with Macros		
1.40.1 Create a Macro	1	5
1.40.2 Attach a Macro		
1.40.3 Restrict Records Using a Condition		
1.40.4 Validate Data Using a Macro		
1.40.5 Automatic Data Entry using Macro		
1.41. Creating Effective Report		
1.41.1 Include a chart in Reports	1	5
1.41.2 Print Data in Column		
1.41.3 Cancel Printing of a Blank Report		
1.41.4 Publish Report in PDF		
1.42. Maintaining an Access Database		
1.42.1 Link Table to and External Data	1	5
1.42.2 Manage a Database		
1.42.3 Determine Data Object Dependency		
1.42.4 Document a Database		

2.	Email & Internet		
2.1	Exploring the Internet	2	15
	2.1.1 Introduction to the Internet		
	2.1.2 Connecting to the Internet		
	2.1.3 Displaying a Specific Web Page		
	2.1.4 Internet Addresses		
	2.1.5 Services of Internet		
2.2	World Wide Web	1	
	2.2.1 Define W.W.W		
	2.2.2 Uses of W.W.W		
2.3	Browsing Features	2	15
	2.3.1 Browsing the Web		
	2.3.2 Searching the Web		
	2.3.3 Adding a Web Page to Favorites and Changing Your Home Page		
	2.3.4 Displaying a History of Visited Web Pages		
	2.3.5 Free web based Email Address		
	2.3.6 Clearing the History of Visited Web Pages		
	2.3.7 Downloading Pictures and Files		
2.4	Understanding the Information Bar	02	10
	2.4.1 Using the Pop-up Blocker		
	2.4.2 Understanding Information Security		
	2.4.3 Understanding Windows Firewall		
2.5	Introduction to E-mail	03	15
	2.5.1 Composing and Sending E-mail		
	2.5.2 Adding a Name to the Address Book		
	2.5.3 Receiving E-mail		

	2.5.4 Replying to a Message		
	2.5.5 Forwarding and Deleting a Message		
	2.5.6 Advantages and Limitation of Email		
2.6	Web Servers	03	15
	2.6.1 Personal web Server		
	2.6.2 IIS		
	2.6.3 How to configure IIS		
	2.6.4 Local Host concept		
2.7	Search Engine	2	12
	2.7.1 How to user Search Engine		
	2.7.2 Advanced Search Strategies		
2.8	Terminologies in Internet	2	10
	2.8.1 Newsgroup		
	2.8.2 Chat Rooms		
	2.8.3 Multimedia on the web		
	2.8.4 Web publishing		
	2.8.5 HTTP		
	2.8.6 TELNET		
	2.8.7 FTP		
	2.8.8 Intranet and Extranet		
2.9	HTML	03	28
	2.9.1 Introduction of HTML		
	2.9.2 Tags in HTML		
	2.9.3 Table in HTML		
	2.9.4 Hyperlink in HTML		
	2.9.5 Images in HTML		
	2.9.6 Exercises		
	2.9.7 Project in HTML		

3.	Network Concepts		
	3.1 Data Communication	02	
	3.1.1 Basic Elements of Communication		
	3.1.2 Communication Protocol		
	3.1.3 Functions of Communication protocol		
	3.1.4 Key elements of protocol		
	3.2 Data transmission Mode and Forms	02	3
	3.2.1 Digital and Analog data transmission		
	3.2.2 Modem Example		
	3.3 Network	2	5
	3.3.1 Examples of Computer Network		
	3.3.2 Benefits of Computer Network		
	3.3.3 Disadvantages of Computer Network		
	3.3.4 Network Standards		
	3.4 Types of Computer Networks	3	8
	3.4.1 LAN		
	3.4.2 Peer to peer network		
	3.4.3 Client Server network		
	3.5 Servers	02	05
	3.6.1 File Servers		
	3.6 Network Devices	03	08
	3.7.1 HUB		
	3.7.2 Switch		
	3.7.3 Wireless Access point		
	3.7.4 Repeaters		
	3.7.5 Routers		

	3.7.6 Gateway		
	3.7.7 Bridges		
	3.7 Network Communication technologies		
	3.8.1 Firewalls	02	03
	3.8 Communication Devices		15
	3.10.1 External Modem		
	3.10.2 Internal Modem		
	3.10.3 Wireless Modem		
	3.10.4 ISDN Modem		
	3.10.5 DSL Modem		
	3.10.6 Cable Modem		
	3.10.7 Network interface Card		
	3.9 Physical & Wireless Transmission Media		
	3.11.1 Wire Pair	02	08
	3.11.2 Coaxial pair		
	3.11.3 Fiber Optics		
	3.11.4 Wireless configuration		
	3.10 IP Addressing		
	3.12.1 IP Configure	02	05
	3.12.2 Protocol		
	3.12.3 Configuration of Network		

4.	In page		
4.1	Introduction to Inpage		6
4.1.1	Purpose of Inpage		
4.1.2	Features of Inpage		
4.2	Installation of Inpage		12
4.2.1	Installation		
4.2.2	Interface of In Page		
4.2.3	Introduction to Urdu keyboard		
4.3	Working on Menu		10
4.3.1	Making New file and Save		
4.3.2	Menu and tools bars		
4.4	Understanding Document setting		10
4.4.1	Introduction of Font		
4.4.2	Formatting of Font		
4.4.3	Text Effect		
4.4.4	Color		
4.5	Paragraph Setting		10
4.5.1	Alignment of paragraph		
4.5.2	Line spacing of paragraph		
4.6	Working With tables		8
4.6.1	Insert table		
4.6.2	Delete table		
4.6.3	Cell formatting		
4.6.4	Merging		
4.7	Understanding master page setting		10
4.7.1	Introduction of master page		
4.7.2	Setting of page		

4.8	Header & Footer		8
4.8.1	Insert header		
4.8.2	Insert footer		
4.8.3	Page Number insertion		
4.9	Images and Objects		10
4.9.1	Insert images		
4.9.2	Resize images		
4.9.3	Insert objects		
4.9.4	Use Existing images		
4.10	Working with Layout A Book, Gazal		8
4.10.1	Insert images		
4.10.2	Resize images		
4.11	Use of Mathematical Equation		10
4.11.1	Insert mathematical equation		
4.11.2	Working of equation		
4.11.3	Using symbols		
4.12	Preview & Print Setting		8
4.12.1	How to print		
4.12.2	How to page Setup		
4.12.3	Print preview		
4.13	Working with HTML File in In Page.		10
4.13.1	Introduction of HTML		
4.13.2	Html tags		
4.13.3	Inserting of HTML		

5.	Business Communication		
	5.1 Introduction	4	
	5.1.1 Definition of business		
	5.1.2 Definition of communication		
	5.1.3 Ways of communication		
	5.1.4 7cs		
	5.2 Communication	14	
	5.2.1 Definition of communication		
	5.2.2 Why communication fails		
	5.2.3 Principles of effective communication		
	5.2.4 Internal communication		
	5.2.5 External communication		
	5.2.6 Face to face discussion		
	5.2.7 Interview and presentation skills		
	5.2.8 Body language		
	5.2.9 Meeting and Seminars	5	
	5.3 Letter Layout		
	5.3.1 Parts of letter		
	5.3.2 Salutation and complimentary closing		
	5.3.3 Subject of the letter		
	5.3.4 Enclosure		
	5.4 Inquiries	3	
	5.4.1 Building up the letter		
	5.4.2 Writing the Letter (exercise)		
	5.4.3 Replying to a request for information		
	5.5 Quotation	3	
	5.5.1 Receiving a quotation		
	5.5.2 Related abbreviations		
	5.5.3 Writing exercise (asking for quotation)		

Commented [s1]: Interview and Presentation Skills part of this?

	5.6 Written Arrangement		
	5.6.1 Booking hotel accommodation	4	
	5.6.2 Building up the letter		
	5.6.3 Arranging a business appointment		
	5.6.4 Vocabulary exercise		
	5.7 Sales and counter Proposal	5	
	5.7.1 Receiving sales letter		
	5.7.2 Counter proposal		
	5.7.3 Related Phrases		
	5.7.4 Planning of counter proposal		
	5.7.5 Writing counter proposal		
	5.8 Order & Dispatch	4	
	5.8.1 Receiving Orders		
	5.8.2 Acknowledge Orders for goods and services		
	5.8.3 Instruction on methods of dispatch for goods		
	5.8.4 Writing and vocabulary exercise	5	
	5.9 Complaints		
	5.9.1 Receiving Complaints		
	5.9.2 Replying Complaints		
	5.9.3 Building up the letter		
	5.9.4 Use of active and passive tense		
	5.9.5 Use of adverb	3	
	5.10 Payment and Reminders		
	5.10.1 Writing of reminder		
	5.10.2 Writing of second reminder	10	
	5.10.3 Final notices		
	5.11 CV's & Job Application		
	5.11.1 Advertisement for Job		
	5.11.2 Writing CV		
	4.13.4 Writing covering letter		
6.	Functional English	40	-
7.	Work Ethics	20	-

**List of Machinery / Equipment
For Class of 25 Students**

Sr No	Name of Machinery, Implement	Qty
1	Computer (Monitor or LCD's, Mouse, Keyboard)	25
2	Laser Printer	01
3	Inkjet Printer	01
4	Network card or wireless card	25
5	Wireless Adopter, Router, Modem	01
6	Projector or Multimedia	01
7	Paper Rim (A4)	2 Rim
8	Scanner	01
9	Copier	01
10	Fax	01
11	Miscellaneous (Cables (Lan cables, clips, Cutter etc.), Connector, etc.)	

Minimum Qualification of Teachers / Instructor

The qualification of teachers / instructor of this course should be:-

1. BCS (Hons.)
OR
2. MCS
OR
3. PGD in Computer sc.

List of Labs.

- Computer Lab 1 No

Reference Books

Sr No.	Book Name	Author Name
1	Murphy Grammar	Raymond Murphy
2	Head Way (Pre-Intermediate)	Jim & Jones
3	Business Communication	Clark Zimmer R
4	Take another Letters	
5	Business Organization (B.Com)	
6	The Concept of Information Technology IT Series	Tasleem Mustafa
7	Information Technology PM series (Majeed Sons)	Riaz
8	Fundamental of Computer	P.K. Sina

EMPLOYABILITY OF PASS- OUTS

The pass out of this course can find job / employment opportunities in the following areas / sections.

1. Govt. Organization
2. Private organization
3. Semi Govt. organization
4. Multinational.
5. Self-Employee