

**Karnataka State Electronics Development Corporation Ltd**

**Teaching plan for Office Management course -10days (60 hours)**

**Computer**

<b>SI No</b>	<b>Topic</b>	<b>Theory &amp; Practical</b>	<b>Hours</b>
		<b>Sub Topic</b>	
1	Computers Basic	Types of Computer Hardware, software & firmware Generation of computers Input devices, Output devices Control unit Arithmetic Logic Unit Memory / Secondary Storage Floppy disk drive Hard disk drive	4
2	Windows	Concepts of windows Introduction to windows environment Loading windows Usage of mouse Resizing & moving of desktop Switching between applications Windows settings Windows Explorer	5
3	M S Word	Features of word Formatting features of word Different types of view Usage of tool bars Multiple document features	7
4	M S Word	Copying, moving, deleting of paragraphs Changing the fonts, size of fonts Spell checking Setting up documents to print Printing of word document Mail merging	8
5	MS Excel	Features of excel Multiple document features Enter data in excel sheet Putting formula Using menu, tool bars Function in Excel.	8

6	MS Excel	Copying, moving, deleting contents in work sheet Setting up of work sheet to print Printing of work sheets and Making charts	8
7	Power Point	Features of Power Point Types of templates, Creating a slide Types of view, (Slideview, slide sorter view, slide show) Changing the wizard colour, type Using slide sorter Setting rehearsal timings for slides Giving different types of transition and effects Automating the slide show Printing of slide.	5
8	Kannada Nudi	Key board practice Copying, moving, deleting of paragraphs Changing the fonts, size of fonts Spell checking Setting up documents to print Printing of word document Mail merging	10
9	Internet & E-Mail	Net Surfing Google Search Engine Creating Mail ID In Yahoo Mail Management at Yahoo	5
<b>Total Hours =</b>			<b>60</b>

**Karnataka State Electronics Development Corporation Ltd**

**Teaching plan for Call Center Course ( 6 Months)**

Computer					English		
SI No	Topic	Week	Theory & Practical	Hours	Week	Theory & Practical	
			Sub Topic			Topic	Hours
1	Computers Basic	1	Computer Definiton Types of Computer Hardware, software & firmware Generation of computers Organization (Architecture) of computers Input devices, Output devices Control unit Arithmetic Logic Unit Memory / Secondary Storage Floppy disk drive Hard disk drive Classification of computers Limitation of Computers	5		Spoken English	4
2	Windows	1	Concepts of windows Introduction to windows environment Loading windows Usage of mouse Resizing & moving of desktop Switching between applications Windows settings Windows Explorer	5		Accent Software	4

3	M S Word	1	Features of word Formatting features of word Different types of view Usage of tool bars Multiple document features	7		Practical Session	2
4	M S Word	1	Copying, moving, deleting of paragraphs Changing the fonts, size of fonts Spell checking Setting up documents to print Printing of word document Mail merging	7		Tricks to wordology	2
5	MS Excel	1	Features of excel Multiple document features Enter data in excel sheet Putting formula	7		Tricks to wordology	2
6	MS Excel	1	Using menu, tool bars Function in Excel.	7		Vocabulary	2
7	MS Excel	1	Copying, moving, deleting contents in work sheet Setting up of work sheet to print	7		Vocabulary	2
8	MS Excel	1	Printing of work sheets and Making charts	7		Vocabulary	2

9	Power Point	1	Features of Power Point Types of templates Creating a slide Types of view (Slideview, slide sorter view, slide show)	2		Grammer	7
10	Power Point	1	Changing the wizard colour, type Using slide sorter Setting rehearsal timings for slides	2		Grammer	7
11	Power Point	1	Giving different types of translation and effects Automating the slide show Printing of slide.	2		Grammer	7
12	Internet & E-Mail	1	Net Surfing Google Search Engine Creating Mail ID In Yahoo Mail Management at Yahoo	7		Grammer	2
13					1	Group Discussion Guide on different Topic	9
14					1	Group Discussion Guide on different Topic	9
15					1	Conservation Guide	9
16					1	Conservation Guide	9
17					1	Primary Translation	9



Karnataka State Electronics Development Corporation Ltd

Teaching plan for Diploma In Computer Teachers Training course ( 6 Months)

Computer

SI No	Topic	Week	Theory & Practical	Hours
			<b>Sub Topic</b>	
1	Computers Basic	1	Computer Definiton Types of Computer Hardware, software & firmware Generation of computers Organization (Architecture) of computers Input devices, Output devices Control unit Arithmetic Logic Unit Memory / Secondary Storage Floppy disk drive Hard disk drive Classification of computers Limitation of Computers	5
2	Windows	1	Concepts of windows Introduction to windows environment Loading windows Usage of mouse Resizing & moving of desktop Switching between applications Windows settings Windows Explorer	5
3	M S Word	1	Features of word Formatting features of word Different types of view Usage of tool bars Multiple document features	7
4	M S Word	1	Copying, moving, delecting of paragraphs Changing the fonts, size of fonts Spell checking Setting up documents to print Printing of word document Mail merging	7
5	MS Excel	1	Features of excel Multiple document features Enter data in excel sheet Putting formula Using menu, tool bars Function in Excel.	7

6	MS Excel	1	Copying, moving, deleting contents in work sheet Setting up of work sheet to print Printing of work sheets and Making charts	7	
7	Power Point	1	Features of Power Point Types of templates, Creating a slide Types of view, (Slideview, slide sorter view, slide show) Changing the wizard colour, type Using slide sorter Setting rehearsal timings for slides Giving different types of transition and effects Automating the slide show Printing of slide.	9	
8	C LANGUAGE	4	Introduction to C Data Types in C Input and Output Statements Storage Classes Control Statements Loop Statements Function Arrays Pointers	36	
9	C++ LANGUAGE	4	Introduction to C++ Data types, Variable Constants, Operators Control Statements Loop Statements Function, Arrays Pointers	36	
10	Visual Basic	4	VB Fundamental Branching & Looping V B Control Fundamental Menus & Dialog Boxes Executing & Debugging a New Project Arrays	36	
11	Oracle	2	Introduction to Database Concepts Users of Oracle The Relational Database Model The Development Life Cycle Data Normalization Overview of Normalization The Normal Forms Logical Design Data Modeling Entities and Attributes Entities and Their Relationships	18	

12	Personality Development	1	Concept of personality development. Morals, ethics and values Leadership styles Presentation skills Listening skills Negotiation skills Conflict management Time management Stress management Public and human relations	9	
13	Communications Skill	1	SENDING MESSAGES Verbal messages Nonverbal messages Paraverbal messages The importance of consistency RECEIVING MESSAGES Listening Giving full physical attention to the speaker Being aware of the speaker's nonverbal messages Paying attention to the words and feelings Reflective listening skills Additional verbal communication tools	9	
14	Internet & E-Mail	1	Net Surfing Google Search Engine Creating Mail ID In Yahoo Mail Management at Yahoo	9	
<b>Total Hours =</b>				<b>216</b>	




