



## **Course Weekly Outline**

| <b>Week No.</b> | <b>Theoretical</b>                                 | <b>Experimental</b>  |
|-----------------|----------------------------------------------------|----------------------|
| <b>1</b>        | Introduction to computer                           |                      |
| <b>2</b>        | Computer programming language                      |                      |
| <b>3</b>        | Operating System (Windows)                         | Experimental lessons |
| <b>4</b>        | Operating System (Windows)                         | Experimental lessons |
| <b>5</b>        | Flowcharts                                         |                      |
| <b>6</b>        | Algorithms                                         |                      |
| <b>7</b>        | Introduction to Microsoft Word                     | Experimental lessons |
| <b>8</b>        | Word Tutorial                                      | Experimental lessons |
| <b>9</b>        | Word Tutorial                                      | Experimental lessons |
| <b>10</b>       | Introduction to Microsoft Excel                    | Experimental lessons |
| <b>11</b>       | Find solutions for various mathematical operations | Experimental lessons |
| <b>12</b>       | How to insert different functions using Excel      | Experimental lessons |
| <b>13</b>       | Draw charts using Excel                            | Experimental lessons |
| <b>14</b>       | Introduction to Power point                        | Experimental lessons |
| <b>15</b>       | prepare a presentation using Power point           | Experimental lessons |