University of Global Village (UGV), Barishal.

Sessional & Lab Module

Department Name: Computer Science & Engineering (CSE).   Semester: 1st (A, B, C)

Subject Name:	Computer Fundamental Sessional			Total Class Hour :	1380m (23h)
Subject Code :	CSE 0611-1102	Total Class:	18	Total Practice Hour :	2790 m (46.5h)
Directed by :	Md. Abdul Aziz.			Total Hour :	4170m (69.5h)

Class No:	Skill Title	Details & Training Procedure	Class Hour	Practice Hour	Outcomes	Note
01	Introduction to Computer Hardware and Software.	➢ Observe and identify the familiar with computer hardware, software, input/output devices, operating system etc. ➢ Introduction to System Software, Application Software & How it works.	60m	30m	✓ Ability to identify different parts of Computer ✓ Ability to identify System Software & Application Software. ✓ Ability to Calculate RAM, HDD Storage. ✓ Ability to identify different types of memory.	
02	Typing Practice & speedup	➢ Observe and identify how to type ➢ Finger setup for typing. ➢ continuous practice for speedup.	60m	600m	✓ ability to **Proper Posture and Positioning** fingers. ✓ Online typing test & check progress report.	
03	Introduction to BIOS, Boot Menu, OS, Rufush, Disk Management.	➢ Observe and identify the familiar with computer BIOS, Boot Menu. ➢ Rufush Download & Installation. ➢ Disk Management & Disk partition style check. ➢ Observe to making a Pen Drive ISO Bootable by using Rufush. ➢ **Typing Practice** for speedup.	60m	180m	✓ Understanding computer basic input/output system (BIOS) setup. ✓ Ability to identify BIOS Boot menu settings ✓ Ability to identify Disk management & Disk partition style check.	

					✓ Ability to make a Pen Drive Bootable by using Rufush.	
04	Assembling a Desktop Computer.	➢ Observe and identify all of the connection with Power supply unit and Motherboard. ➢ Identify all of the Input, Output, Memory unit and Central Processing Unit.	60m	120m	✓ Understanding computer components and their functions. ✓ Troubleshooting hardware issues. ✓ Building and configuring a computer system.	
05	Assessment 01	Assessment 01	120m (2h)		Assessment 01	
06	Demonstrate the step by step process to setup Windows 10 Operating System.	➢ Demonstrate step by step process to setup Windows 10 OS. ➢ Observe & Calculate the Partitions of a storage device ➢ Privacy Setting & Basic Driver update	60m	120m	✓ Understand to calculate & Partition of a storage device ✓ capable to Windows 10 and many more Operating System setup. ✓ Capable for identify basic OS Security & Privacy ✓ ability to basic driver setup like: Network driver, Display Graphic driver, Sound driver etc.	
07	Basic Application Software Installation.	➢ Microsoft Office download & installation. ➢ Bijoy 52 download & installation ➢ Pycharm / CodeBlocks download & installation. ➢ **Typing Practice** for speedup.	60m	120m	✓ capable for application software download & installation. ✓ Basic utility software download & installation.	
08	Different types of Printer, Scanner installation & basic Troubleshooting	➢ Different types of printer driver download & Printer setup. ➢ Different types of scanner driver download & setup. ➢ **Typing Practice** for speedup.	60m	180m	✓ capable to download driver & Printer setup. ✓ capable to download driver & scanner setup.	

					✓ Ability to identify basic errors or problem in printer, scanner and its basic Troubleshooting.	
09	Assessment 02	Assessment 02	120m (2h)		Assessment 02	
10 & 11	Getting Started with Microsoft Word	➢ Paragraph Formatting ➢ Formatting in Home Bar ➢ Formatting in Insert Bar ➢ Design and layout bar formatting ➢ Make lab report in MS Word. ➢ Resources	120m	360m	✓ ability to make Lab report in MS Word ✓ ability to make a CV, Cover Page. ✓ increase ability to design a page with MS Word	
12 13 & 14	Getting Started with Microsoft Excel	➢ Basics of MS Excel. ➢ Formatting in Home Bar. ➢ Formatting in Insert Bar. ➢ Adding formulas in excel ➢ Resources	180m	720m	✓ ability to make a proper Result Sheet. ✓ ability to make a Salary Sheet, Current bill etc. ✓ Increase ability to use formula & formatting page with MS Excel.	
15	Assessment 03	Assessment 03	120m (2h)		Assessment 03	
16 & 17	Getting started with PowerPoint	➢ Basics of MS PowerPoint ➢ Formatting Home and Insert Bar ➢ Adding Transition and Animation in PowerPoint Slides ➢ Publishing Documents	120m	360m	✓ ability to make a PowerPoint slide ✓ ability to use custom theme & design. ✓ ability to use custom color combination. ✓ ability to use Graph, Chart, video, Audio in a slide. ✓ Increase ability to use Animations in slide show. ✓ ability to edit Custom or premade pptx.	
18	Final Assessment	Final Assessment	180m (3h)		Final Assessment	