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UNIVERSITY OF GLOBAL VILLAGE (UGV), BARISHAL
THE UNIVERSITY FOR HI-TECH AND HUMANITY

Computer Operation & IT Lab-1

by

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Course Plan – Computer Operation & IT Lab-1

Week	Topic	Subtopics	CLO	Aligned PLO
1	Computer Basics & Hardware	⇒ Computer parts ⇒ OS basics ⇒ input/output devices	#CLO1: Identify basic computer components and their functions.	*PLO1: Digital literacy
2	Typing Practice	⇒ Typing words ⇒ speed drills ⇒ posture & accuracy ⇒ techniques	#CLO2: Improve typing accuracy and achieve basic typing speed.	*PLO6: Basic professional skills
3	MS Word – Editing & Formatting	⇒ Text typing ⇒ Alignment ⇒ font settings ⇒ cut/copy/paste	#CLO3: Format and edit text documents for basic office tasks.	*PLO2: Office tools *PLO3: Documentation
4	MS Word – Tables & Lists	⇒ Inserting tables ⇒ Bulleting ⇒ numbering	#CLO4: Create and format tables and lists in documents.	*PLO2: Document structuring
5	MS Word – Styles & References	⇒ Creating styles ⇒ Footnotes ⇒ Endnotes ⇒ TOC	#CLO5: Use styles, add references, and build table of contents.	*PLO2: Structured documentation
6	MS Excel – Interface Basics	⇒ Rows/columns ⇒ cell naming ⇒ sheet handling	#CLO6: Understand Excel interface, rows, columns, and cells.	*PLO1: Spreadsheet literacy
7	MS Excel – Data Formatting	⇒ Font ⇒ number formats ⇒ currency ⇒ wrap text	#CLO7: Format text, numbers, and apply cell styles.	*PLO2: Data presentation
8	MS Excel – Formulas & Functions	⇒ SUM ⇒ AVERAGE ⇒ IF ⇒ DATE	#CLO8: Use basic formulas and functions for calculations.	*PLO5: Analytical thinking

		⇒ LOOKUP functions		
9	MS Excel – Charts & Visualization	⇒ Column ⇒ Pie ⇒ bar charts editing ⇒ data series	#CLO9: Create charts to visualize data effectively.	*PLO3: Visual data skills
10	MS Excel – PivotTables	⇒ Inserting PivotTable ⇒ Slicers ⇒ calculated fields	#CLO10: Analyze data using PivotTables and slicers.	*PLO5: Data analysis
11	MS PowerPoint – Slide Design	⇒ Slide layouts ⇒ Themes ⇒ slide background	#CLO11: Create and format slides with layouts and themes.	*PLO3: Presentation tools
12	MS PowerPoint – Media & Animation	⇒ Inserting video/audio ⇒ custom animations ⇒ transitions	#CLO12: Insert audio/video and apply animations and transitions.	*PLO6: Engaging communication
13	Internet & Web Browsing	⇒ Browser basics ⇒ search engines ⇒ safe browsing	#CLO13: Navigate websites, use search engines, and download files.	*PLO1: Internet usage
14	Email Communication	⇒ Composing email ⇒ CC/BCC ⇒ Attachments ⇒ inbox settings	#CLO14: Send, receive, and manage emails professionally.	*PLO6: Communication skills
15	Google Applications	⇒ Google Drive ⇒ Docs ⇒ Sheets ⇒ Classroom ⇒ Forms	#CLO15: Collaborate using Drive, Docs, Sheets, and Forms.	*PLO2: Cloud collaboration
16	Email Marketing & Settings	⇒ Email writing ⇒ Filters ⇒ Signatures ⇒ mail merge	#CLO16: Write marketing emails and configure email settings.	*PLO4: Digital professionalism *PLO6

17	IT Support & Troubleshooting	⇒ Basic errors ⇒ printer/network issues ⇒ restart & safe mode	#CLO17: Identify basic issues and apply troubleshooting steps.	*PLO1: IT support knowledge *PLO5
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