To explore the basic components and their features in a computer system	1. The Control Processing Unit	Week 1
System		Week 2
		Week 3
		Week 4
To understand the difference between multiple types of computers in the world	2. Classification of Computers	Week 5
		Week 6
		Week 7
		Week 8
To explore the audio and video utilities and features in a Windows computer	3. Advanced Features in Windows	Week 9
		Week 10
		Week 11
		Week 12
To explore some features of MS Word	4. MS Word: Some more Features	Week 13
		Week 14
		Week 15
		Week 16
To learn how to use tables in MS Word	5. MS Word: Working with tables	Week 17
		Week 18
		Week 19
		Week 20
	Conduct Mid-Term Examination	
To learn how to add transition,	6. Advanced Features in MS	Week 21
animations and other graphical features in a PowerPoint presentation	PowerPoint	Week 22
To learn about browsing, internet surfing and web technologies	7. The World Wide Web	Week 23
		Week 24
To learn the basics of MS Excel	8. Starting MS Excel	Week 25
		Week 26
To learn the basics of computer programming languages.	9. Programming Languages	Week 27
		Week 28
To get awareness about cybercrime and cyber security	10. Computer Crimes and Security	Week 29
		Week 30
	Conduct Final Examination	1