

COMPUTER APPLICATION COURSE OUTLINE

Week	Class No.	Topics	Activities/Tools
Week 1	1	Introduction to Computer Applications, Types of Software	Presentation + Discussion
	2	Understanding Operating Systems (Windows/macOS) & File Management	Hands-on: File Organization & Navigation
	3	Word Processing: Microsoft Word Basics (Formatting, Editing)	Hands-on: Document Creation
Week 2	4	Word Processing: Advanced Features (Tables, Images, Mail Merge)	Hands-on: Advanced Document Practice
	5	Spreadsheet Software: Microsoft Excel Basics (Data Entry, Simple Formulas)	Hands-on: Spreadsheet Practice
	6	Project 1: Creating a Professional Document & Basic Spreadsheet	Mini Project Submission
Week 3	7	Presentation Software: Microsoft PowerPoint Basics (Slides, Design)	Live Demo + Presentation Design
	8	Presentation Software: Advanced Features (Animations, Transitions, Multimedia)	Hands-on: Engaging Presentation Creation
	9	Database Fundamentals: Introduction to Microsoft Access (Tables, Queries)	Visual Examples + Q&A
Week 4	10	Internet & Web Browsing: Effective Searching, Online Safety	Hands-on: Web Research
	11	Email Communication: Professional Etiquette, Attachments, Organization	Hands-on: Email Management
	12	Project 2: Developing a Presentation & Simple Database	Presentation

Week 5	13	Cloud Computing: Google Workspace / Microsoft 365 (Docs, Sheets, Slides)	Live Demo + Collaborative Practice
	14	Digital Literacy & Online Collaboration Tools	Hands-on: Collaborative Document Editing
	15	Introduction to Graphic Design Tools (e.g., Canva for basic visuals)	Hands-on: Simple Design Creation
Week 6	16	Troubleshooting Common Application Issues	Discussion + Scenario Practice
	17	Software Installation & Updates, System Maintenance	Live Demo + Best Practices
	18	Final Project & Future Trends in Computer Applications	Project Completion + Feedback