

# Bangladesh Sweden Polytechnic Institute

Department of Construction Technology

Semester Plan – 2017

Semester: 2<sup>nd</sup> (Second)

Subject Code: 66611

Name of the Subject: Computer Application

Name of the Teacher: Md. Javed Hossain

Designation: Guest Lecturer

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Week	Date	Class No.	Topic Details	Theory Class	Practical Class	Class Test	Quiz Test
1 <sup>st</sup> Week		01	<b>Topic– 1: Operate a personal Computer</b> - Start up a Computer - Operate Computer - Shutdown computer		P1		
		02	<b>Topic – 2: Type text and documents in English and Bangla.</b> - Install the Typing Tutor software - Practice text typing in English and Bangla - Type documents		P2		
2 <sup>nd</sup> Week		03	<b>Topic – 3: Operate Word Processing Application</b> - Create documents: - Customize basic settings to meet page layout conventions: - Format documents - Create tables: - Add images: - Print information and Shutdown computer:		P3		
		04	<b>Topic – 4: Operate Spreadsheet application</b> - Create spreadsheets - Customize basic settings: - Format spreadsheet: - Incorporate object and chart in spreadsheet: - Create worksheets and charts - Print spreadsheet:		P4		
3 <sup>rd</sup> Week		05	<b>Topic – 5: Operate Presentation Package</b> - Create presentations: - Customize basic settings: - Format presentation: - Add slide show effects: - Print presentation and notes:		P5		
		06	<b>Topic – 6: Access Information using Internet and electronic mail</b> - Access resources from internet - Use and manage Electronic mail		P6		

<b>4<sup>th</sup> Week</b>	<b>07</b>	<b>Topic – 7: Review Access Information using Internet and electronic mail</b> - Access resources from internet - Use and manage Electronic mail	<b>P7</b>		
	<b>08</b>	<b>Topic – 8: Review Access Information using Internet and electronic mail</b> - Access resources from internet - Use and manage Electronic mail	<b>P8</b>		
<b>5<sup>th</sup> Week</b>	<b>07</b>	<b>Topic – 9: Review Previous Classes</b>	<b>P7</b>		
	<b>08</b>	<b>Topic – 10: Review Previous Classes</b>	<b>P8</b>		
<b>6<sup>th</sup> Week</b>	<b>07</b>	<b>Topic – 11: Review Previous Classes</b>	<b>P9</b>		
	<b>08</b>	<b>Topic – 12: Review Previous Classes</b>	<b>P10</b>		