

SCHEME AND SYLLABUS

1 Year Diploma in Food Production



Department of Hotel Management

(UICM)

Sant Baba Bhag Singh University

2019

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1 Year Diploma in Food Production

SEMESTER- I

Theory Subjects

S.No.	Subject Code	Subject Name	Contact hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	DFP101	Basics of Food Production-I	6:0:0	6:0:0	6	6
2	DFP103	Hygiene and Sanitation	6:0:0	6:0:0	6	6
3	ENG121	Communication Skills -I	4:0:0	4:0:0	4	4
		TOTAL	16:0:0	16:0:0	16	16

Practical subjects

S.No.	Subject Code	Subject Name	Contact hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	DFP105	Basics of Food Production-I (Practical)	0:0:16	0:0:7	16	7
2	ENG123	Communication Skills -I(Practical)	0:0:2	0:0:1	2	1
		TOTAL	0:0:18	0:0:9	18	9

Total Contact Hours = 34
Total Credit Hours = 25

1 Year Diploma in Food Production

SEMESTER- II

Theory Subjects

S.No.	Subject Code	Subject Name	Contact hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	DFP102	Food Production-I	3:0:0	3:0:0	3	3
2	CSA111	Introduction to Computer Applications	3:0:0	3:0:0	3	3
3	DFP104	Catering Management	3:0:0	3:0:0	3	3
4	ENG114	Communication Skills-II	2:0:0	2:0:0	2	2
5	DFP106	Larder	3:0:0	3:0:0	3	3
TOTAL			14:0:0	14:0:0	14	14

Practical subjects

S.No.	Subject Code	Subject Name	Contact hours (L:T:P)	Credits (L:T:P)	Total Contact Hours	Total Credit Hours
1	DFP108	Food Production - I(Practical)	0:0:16	0:0:8	16	8
2	CSA113	Introduction to Computer Applications (Practical)	0:0:4	0:0:2	4	2
3	ENG116	Communication Skills-II Lab	0:0:2	0:0:1	2	1
TOTAL			0:0:22	0:0:11	22	11

Total Contact Hours = 36
Total Credit Hours = 25

First Semester



Course Code	DFP101
Course Title	Basics of Food Production-I
Type of course	Theory
L T P	4 0 0
Credits	4
Course prerequisite	+2 with any stream
Course Objective (CO)	This course will give the basic knowledge of cooking to the beginners. They will get versed with meaning, aims, objectives, kitchen organisation structure, different kinds of ingredients, techniques of pre-preparation and cooking, knowledge of various stocks, sauces and soups, various cuts of vegetables and meats.

Syllabus

UNIT – 1

Introduction to cookery: Definition, and its importance, origin and history of culinary art and its development, aims and objectives of cooking, cuisines and commercial cooking, personal hygiene and safe food handling practices, an introduction of popular international cuisine(italian, french, chinese) indian regional cuisines(punjabi, rajasthani, gujarati,hyderabadi, kashmiri, bengali, south indian).

UNIT – II

Introduction to kitchen organization : kitchen layout of small, medium and large hotel main kitchen and satellite kitchen ,hierarchy of kitchen department of a 5 star hotel, classical kitchen brigade, modern staffing in various hotels, duties and responsibilities of kitchen staff co-ordination with other allied departments e.g. stores, purchases, accounts, service, housekeeping, etc.

UNIT – III

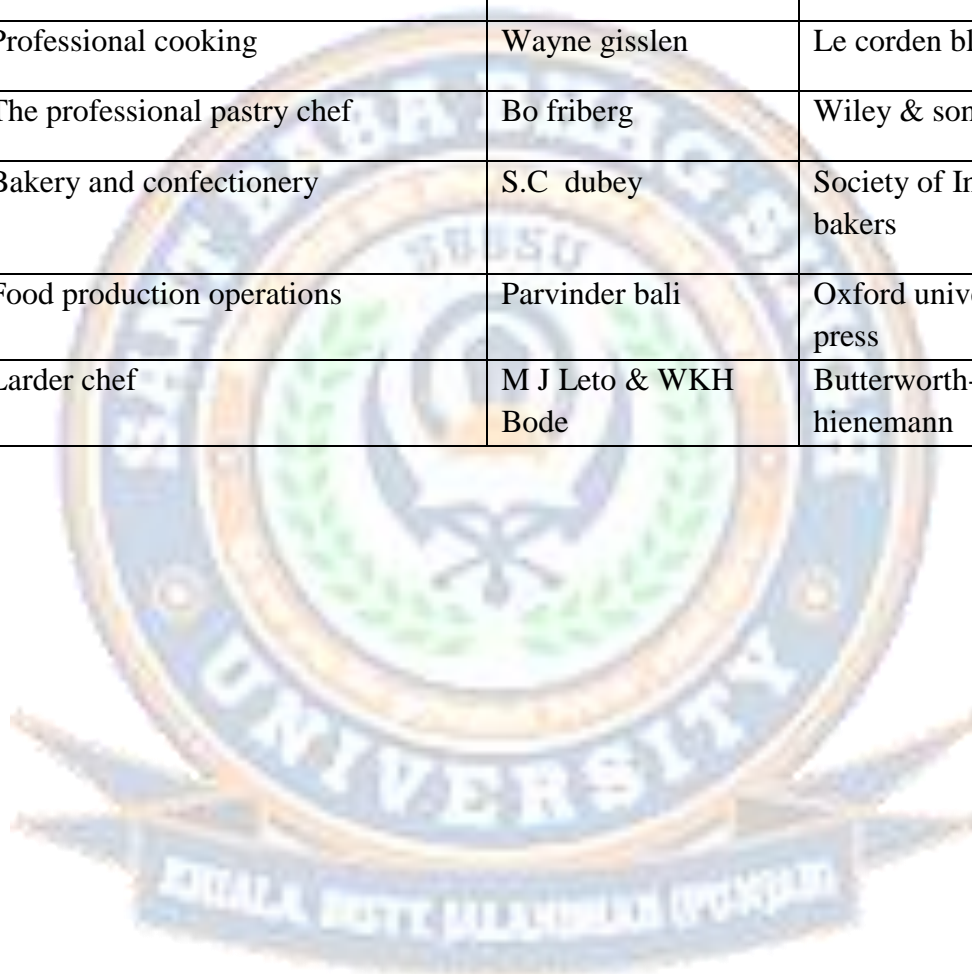
Kitchen tools and equipments: Kitchen tools, equipments and their classification (manual & mechanical), uses, care in handling & maintenance of equipments, classification of fuels (solid, liquid, gaseous), advantages and disadvantages of kitchen fuels classes of fire and fire prevention, types of fire extinguishers.

UNIT –IV

Food commodities and their preparation: cereals and pulses, fruits and vegetables, meat and poultry, eggs ,dairy products, fats and oils, sweeteners, herbs, spices, condiments, seasonings, food preparation: washing, peeling , paring, cutting, mincing, shredding, slicing, grating, grinding, mashing, pureeing, pressing, sieving, beating, blending, cutting, creaming, folding, kneading, marinating, heat transfer by conduction, convection and radiation, stirring, sealing, whipping, whisking, methods of cooking :boiling, poaching, steaming, stewing, roasting, frying, grilling, baking, braising, broiling.

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Modern cookery	Thangam E philip	Orient longman
2	Theory of cookery	Krishna arora	Frank brothers
3	The professional chef	Arwind saraswat	Ubs publications
4	Theory of catering	Kinton & Cessarani	ELBS
5	Professional cooking	Wayne gisslen	Le corden bleu
6	The professional pastry chef	Bo friberg	Wiley & sons
7	Bakery and confectionery	S.C dubey	Society of Indian bakers
8	Food production operations	Parvinder bali	Oxford university press
9	Larder chef	M J Leto & WKH Bode	Butterworth-hienemann



Course Code	DFP103
Course Title	Hygiene and Sanitation
Type of Course	Theory
L T P	4 0 0
Credits	4
Course Prerequisites	+ 2 with any stream
Course Objectives (CO)	The course is aimed at familiarizing the students regarding contaminated food, causes of contamination and sanitary techniques to develop ethics towards maintaining hygiene and sanitation in and around the hotel property.

Syllabus

UNIT – I : Introduction to Hygiene and Sanitation: Hygiene and sanitation, meaning and uses in hotel industry, importance of hygiene and sanitation in catering industry, personal hygiene for staff members in the food production areas, personal hygiene for staff members preparing food or coming in touch with food and beverages, personal hygiene for staff coming in touch with guests.

UNIT - II: Food Poisoning: food poisoning, meaning in context of water and food, causes and symptoms of food poisoning, water and food borne diseases, water and food borne pathogens: viruses, bacteria, protozoa, algae, HACCP -principles, standards, training and application

UNIT – III: Proper care and food sanitation: Food handling for kitchen and service staff, High-risk Foods, Cross Contamination and its prevention, Temperature Control, Food storage facilities: food storage safety, food rotation, commercial food logistics, Food hygiene regulation.

UNIT -IV: Premises and Equipment care: Design of premises: production area, storage areas, quality control areas, Protective clothing: skin protection, eye protection, hearing protection, selection, efficiency, comfort, care and maintenance. Pest control, Waste management: waste hierarchy, disposal solutions, reduce, reuse, and recycle.

RECOMMENDED BOOKS

Sr. no.	Name	Author(s)	Publisher
1	Food hygiene	Kavita ed marwah	Genetech
2	Food science and nutrition	Sunetra rodey	Oxford university
3	Food and hygiene	William tibbles	Hodder Edu.

Course Code	ENG121
Course Title	Communication skills-I
Type of course	Theory
L T P	4 0 0
Credits	4
Course prerequisite	+2 with any stream
Course Objective (CO)	The course will introduce learner to the role and importance of effective communication at work. It presents theories and principles of communication responsible for good interpersonal interaction. Students will be prepared to communicate effectively in variety of contexts and different mediums. The Units are structured around the communication tasks of the managers.

Syllabus

UNIT-I

Basics of Communication Skills: Communication, Process of Communication, Types of Communication-Verbal and Non verbal communication, Channels of Communication- Upward, Downward, Horizontal, Barriers to Communication, Role of Communication in society.

UNIT-II

Listening Skills: Listening Process, Hearing and Listening, Types of Listening, Effective Listening, Barriers of Effective Listening, Note Taking **Reading Skills:** Purpose of reading, Process of reading, reading skills Models and strategies, scanning, skimming, SQ3R, Approaches of Reading, Comprehension passages for practice.

UNIT III

Writing Skills: Purpose of writing, Effective writing, Types of writing, Business Correspondence, Precise writing, Memo writing, minutes of meeting.

UNIT-IV

Speaking Skills: Speech process, Skills of effective speaking, Role of audience, Feedback Skill, Oral Presentation.

Reference Books:

Sr No	Author(s)	Title	Publisher
1.	Bhupender Kour	Effectual Communication Skills	S.K. Kataria and Sons
2.	R. Datta Roy and K.K. Dheer	Communications Skills	Vishal Publishing Company
3	The Essence of Effective Communication	Ludlow and Panthon	Prentice Hall of India
4	Essentials of Business Communication	Pal and Rorualling	S. Chand and Sons. New Delhi

Course Code	DFP105
Course Title	Basics of food Production-I (Practical)
Type of course	Practical
L T P	0 0 4
Credits	2
Course prerequisite	+ 2 with any stream
Course Objective (CO)	This course will give the basic knowledge of cooking. Students will get versed with meaning, aims, objectives, kitchen organisation structure, different food commodities, and techniques of pre-preparation and cooking. The students will come to know about the different cuts of vegetable and standard recipes of basic Indian gravies and masalas, stocks, soups and sauces.

List of Practicals:

1. Kitchen cleanliness and hygiene
2. Introduction of kitchen tools and equipments: their use, specification, handling and care
3. Safety and security in kitchen: accidents, first aid
4. Introduction to food commodities
5. Classification of vegetables and their standard cuts : Julienne, Jardiniere , Chiffonade , Dices, Cubes, Macedoine , Paysanne, Shred, Concasse, Mirepoix
6. Basic cooking methods and pre-preparation of vegetables:
7. Blanching: capsicum, tomatoes, cauliflower, beans, potatoes
8. Boiling: rice , potatoes, beans, carrots, pasta
9. Poaching: eggs
10. Frying: potatoes, beans, cauliflower, capsicum
11. Roasting:
12. Stewing: onions , leeks
13. Preparation of basic Indian gravies and masalas: Green gravy, Tomato gravy, White gravy, Makhani gravy, Onion tomato gravy, Chop masala
14. Preparation of stocks: (white and brown stock)
15. Vegetable stock

16. Chicken stock
17. Mutton stock
18. Fish stock
19. Preparation of basic mother sauces and their derivatives: Mayonnaise, Tomato sauce, Brown sauce, White sauce , Veloute sauce, Hollandaise sauces

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Modern cookery	Thangam E philip	Orient longman
2	Theory of cookery	Krishna arora	Frank brothers
3	The professional chef	Arwind saraswat	Ubs publications
4	Theory of catering	Kinton & Cessarani	ELBS
5	Professional cooking	Wayne gisslen	Le corden bleu
6	The professional pastry chef	Bo friberg	Wiley & sons
7	Bakery and confectionery	S.C dubey	Society of Indian bakers
8	Food production operations	Parvinder bali	Oxford university press
9	Larder chef	M J Leto & WKH Bode	Butterworth-hienemann



Course Code	ENG123
Course Title	Communication Skills-1 (Practical)
Type of Course	HS
L T P	0 0 2
Credits	1
Course pre-requisite	+ 2 with any stream
Course Objectives	The objective of this course is to provide the students sufficient practice for speaking and writing English efficiently.

UNIT-I

Speaking and Discussion Skills: Oral Presentation, Planning and organizing content for presentation, Use of audio /Visual Aids, Making Slides for presentation , Group Discussion ,Debate, Extempore speaking, Interview Skills, Mock interview, Mock Dialogues (Pair Speaking), Cue Card Speaking, Meeting/ Conferences.

UNIT-II

Listening Skills: Listening to any recoded material and asking oral/written questions for listening comprehension. **Reading Skills:** Active Reading of passages for Reading comprehensions, paraphrase, Summary writing.

UNIT-III

Writing Skills: Guidelines of effective writing, Paragraph Writing, Email Writing.

UNIT-IV

Grammar and Vocabulary:

Parts of Speech, Tenses, GRE words (List of 50 Words).



Course Code	DFP102
Course Title	Food Production-I
Type of course	Theory
L T P	3 0 0
Credits	3
Course prerequisite	+2 with any stream
Course Objective (CO)	To develop knowledge and interest in the science and art of cuisine and food fundamentals in the hotel and Catering industry. To develop skills in meal planning, preparation of basic dishes using different types of ingredients. The student should be able to understand basic methods of cooking and ingredients used both in Indian and Continental Cookery.

Syllabus

UNIT-I

Food ingredients: Salt, its types and uses, herbs and spices, their blending and use in Indian cookery, raising agents, their classification and action and reaction thickening and binding agents and their role in cookery, flavouring agents, their uses and examples, shortenings and their varieties, sugar and its types, use of sugar in cookery, liquid: water, stock ,milk etc.

UNIT-II

Vegetable and fruit cookery: Classification of vegetables, points taken into consideration while purchasing vegetables, storage of vegetables, cuts of vegetables, effect of cooking on vegetables, classification of fruits, uses of fruits in cookery, salads and their types, parts of salads, introduction to salads, simple and compound salads, salad dressing and their uses.

UNIT-III

Stocks, Sauces and Soups: Definition of stock, types of stock, preparation of stock, recipes for 1 litre of brown, white and fish stock, storage of stocks, uses of stocks, care and precautions while preparing stocks, sauces and their types, uses of sauces as an accompaniment, recipes of mother sauces and their derivatives, soups and their classification, accompaniments of soups, international soups.

UNIT-IV

Meat and egg cookery: Fish and their classification, cuts of fish and their storage, selection criteria and methods of preparing fish, types of poultry and their selection criteria, methods of preparation of different cuts, cuts and sizes of beef, veal, lamb, mutton, pork, selection criteria, ham, bacon, sausages, gammon steaks, uses of eggs in cookery and their storage, structure composition of an egg, characteristics of a fresh egg, methods of egg preparation.

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Modern cookery	Thangam E Philip	Orient longman
2	Theory of cookery	Krishna arora	Frank brothers
3	The professional chef	Arwind saraswat	Ubs publications
4	Theory of catering	Kinton & Cessarani	ELBS
5	Professional cooking	Wayne gisslen	Le corden bleu
6	The professional pastry chef	Bo friberg	Wiley & sons
7	Bakery and confectionery	S.C dubey	Society of Indian bakers
8	Food production operations	Parvinder bali	Oxford university press
9	Larder chef	M J Leto & WKH Bode	Butterworth- hienemann



Course Code	CSA111
Course Title	Introduction to Computer Applications
Type of Course	Theory
L T P	30 0
Credits	3
Course Prerequisites	+2 with any stream
Course Objectives	This course will enable the student to familiarize with concepts of Fundamentals of IT and its applications

Syllabus

UNIT I:

Basics of computer: Introduction to computer, characteristics of computer, structure of a computer, History of computers; Applications of computers; Problem solving Using Computers

Input and Output Units: Description of Computer Output Units: Printers, Plotters and computer Input units: keyboard mouse joystick, OMR, MICR.

Computer Memory: Memory Organization, RAM,ROM, Serial Access Memory, , Magnetic Hard Disk, floppy Disk Drives, Compact Disk, Magnetic Tape Drives

UNIT II:

Computer languages: Machine language, assembly language, higher level language.

Introduction to Compiler, Interpreter, Assembler, Assembling, Types of software System Software, Application Software.

Operating system: Batch, multi-programming, time sharing, network operating system, on-line and real time operating system, Distributed operating system, multi-processor, Multi-tasking.

UNIT III:

Computer Architecture: Interconnection of Units, Processor to Memory communication, I/O to Processor Communication, Interrupt Structures, Multiprogramming, Processor Features

Computers & Communications: Introduction to Computer Networks, Types of Networks, network topologies, network communication devices (component) , OSI/TCP Model, LAN technologies .Client and Servers, Host & Terminals IP Address, Domain Name, DHCP, Application of Internet ,E-mail, TELNET, FTP, World Wide Web.

UNIT IV:

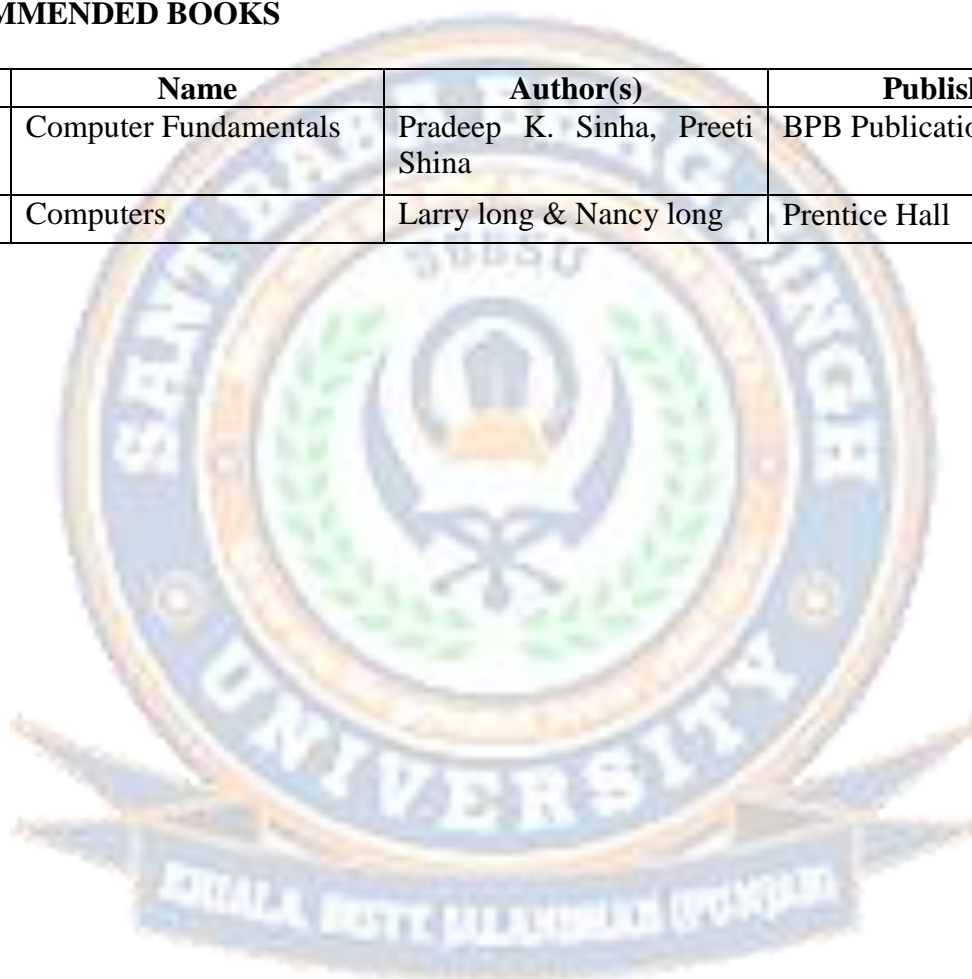
Database Management System : Purpose and Organization of Database, Introduction to Data Models

Spreadsheet Package : Worksheet Basics, Data Entry in Cells : Entry of numbers text and formulae, Moving data in a worksheet, Moving around in a worksheet, Selecting Data Range, Using the interface (Toolbars, Menus), Editing Basics, Working with workbooks, Saving and Quitting, Cell referencing; Formatting and Calculations : Calculations and worksheets using Autofill, Working with Formulae, Efficient Data Display with Data

formatting (number formatting, date formatting etc.), Working with Ranges, Worksheet Printing; Working with Graphs and Charts : Adding/Formatting Text Data with Auto format, Creating Embedded Chart using chart wizard, sizing and moving parts, updating charts, Changing chart types, Creating separate charts, Chart wizard, Adding Titles, Legends and Gridlines, Printing Charts; Database Management; Finding records with Data form, Adding/Deleting Records, Filtering Records in a worksheet; Functions and Macros: Worksheet with worksheet function using function-wizard, Creating Macros, Record Macros, Running Macros, Assigning Macros to Buttons, Defining Macros from Scratch. Multiple worksheets and scanners.

RECOMMENDED BOOKS

S. No.	Name	Author(s)	Publisher
1.	Computer Fundamentals	Pradeep K. Sinha, Preeti Shina	BPB Publications
2.	Computers	Larry long & Nancy long	Prentice Hall



Course Code	DFP104
Course Title	Catering Management
Type Of Course	Theory
L T P	3 0 0
Credits	3
Course Prerequisites	+2 with any stream
Course objectives	This course focused on the various aspects of catering operation and management. The students will be made aware of various aspects of catering

Syllabus

UNIT- I

Catering- Introduction and growth and development over the years. Catering establishments- types, nature and their characteristics

UNIT- II

Food commodities- types, uses, food value, selection points and storage . Kitchen fuels- Types, characteristics, advantages and disadvantages.

UNIT- III

Food nutrients- Introduction, types, sources and effect of cooking. Nutritional deficiency diseases- Introduction, causes and remedies Balanced diet- Concept , importance and requirement for different age groups

UNIT- IV

Kitchen planning- Concept, importance and factors affecting, kitchen environment kitchen designs- designs- Types, advantages and service- meaning, types, importance and methods

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Food and Beverage Management	Bernard Davis	<u>A Butterworth-Heinemann Tital</u>
2	Food and Beverage Management	Jones	Mcgraw Hill Edu.
3	Theory of catering	Ronald kinton, Victor Ceserani and David Fosket	Hodder Edu.
4	Food and Beverage Service	Lillicrap	Hodeer Edu.
5	Food and Beverage Service	S. Andrews	<u>Mcgraw Hill Edu.</u>

Course Code	ENG114
Course Title	Communication Skills-II
Type of Course	Theory
LTP	2 0 0
Credits	2
Course pre-requisite	+ 2 with any stream
Course Objectives (CO)	After completion of this course students will be able to: 1.formulate an effective communication strategy for any message, in any medium, and in any situation. 2. write clearly, concisely, and convincingly. 3. develop skills of effective communication - both written and oral. 4. acquaint with application of communication skills in outside world.

Syllabus

UNIT-I

Grammar: Parts of Speech, Use of appropriate tense, Voice , Reported Speech, Sentence Structure; Simple, Compound, Complex, Vocabulary-One word substitution.

UNIT-II

Writing Skills: Application for employment , Resume Writing , Paragraph Writing Construction-Kinds of Paragraphs, Preparing of Matter for meeting : Notice, agenda, Conference

UNIT-III

Speaking Skills: Effective oral Presentation, Slide making, Use of audio Visual aids.

UNIT-IV

Oral Communication and its Application:

Group Discussion, Customer Care Relations (PR Skills), Interview Skills (Conducting and appearing for interviews), and Telephone handling manners.

RECOMMENDED BOOKS

S. No.	Name	Author(s)	Publisher
1	Business Communication	K. K. Sinha Galgoti	Galgotia Publishing Company.
2	Media and Communication Management	C. S. Rayudu	- Himalaya Publishing House,
3	Essentials of Business Communication	Rajendra Pal and J. S. Korlhalli	Sultan Chand & Sons, New Delhi

Course Code	DFP106
Course Title	Larder
Type of course	Theory
L T P	4 0 0
Credits	4
Course prerequisite	+2 with any stream
Course Objective (CO)	This course will give the basic knowledge of cooking to the beginners. They will get versed with meaning, aims, objectives, kitchen organisation structure, different kinds of ingredients, techniques of pre-preparation and cooking, knowledge of various stocks, sauces and soups, various cuts of vegetables and meats.

Syllabus

UNIT – 1

Larder Section: Larder Organization & layout, Larder control & maintenance & upkeep of Larder Equipments. Hors D oeuvre & salad classification.

UNIT – II

Meats: Fish classification, cleaning, Cuts of fish & storage, Poultry & game classification Cuts & Preparation.

UNIT – III

Butchery: cuts of lamb, beef, mutton & Pork Types of Force meat & uses.

UNIT –IV

Assembling cold Buffet sandwiches & canapés, Decorative work with Ice Cleaning & care of Larder

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Larder chef	M J Leto & WKH Bode	Butterworth-hienemann
2	Theory of cookery	Krishna arora	Frank brothers
3	The professional chef	Arwind saraswat	Ubs publications

Course Code	DFP108
Course Title	Food Production -I(Practical)
Type of course	Practical
L T P	0 0 4
Credits	2
Course prerequisite	+ 2 with any stream
Course Objective (CO)	This course will give the basic knowledge of cooking to the beginners. They will get versed with meaning, aims, objectives, kitchen organisation structure, different food commodities, techniques of pre-preparation and cooking. The students will come to know about the different cuts of vegetable and standard recipes of basic Indian gravies and masalas, stocks, soups and sauces.

Syllabus

1.Meat – Identification of various cuts, Carcass demonstration Preparation of basic cuts- Lamb and Pork Chops , Tornado, Fillet, Steaks and Escalope Fish-Identification & Classification Cuts and Folds of fish Identification, Selection and processing of Meat, Fish and poultry. Slaughtering and dressing

2. Preparation of menu Salads & soups- waldrof salad, Fruit salad, Russian salad, salade nicoise, Cream (Spinach, Vegetable, Tomato), Puree (Lentil, Peas Carrot) International soups

3. Chicken, Mutton and Fish Preparations- Fish orly, a la anglaise, colbert, meuniere, poached, baked Entrée-Lamb stew, hot pot, shepherd"s pie, grilled steaks & lamb/Pork chops, Roast chicken, grilled chicken, Leg of Lamb, Beef

4. Simple potato preparations- Basic potato dishes

5. Vegetable preparations- Basic vegetable dishes

6. Indian cookery- Rice dishes, Breads, Main course, Basic Vegetables, Paneer Preparations

RECOMMENDED BOOKS

S. No	Name	Author(S)	Publisher
1	Modern cookery	Thangam E philip	Orient longman
2	Theory of cookery	Krishna arora	Frank brothers
3	The professional chef	Arwind saraswat	Ubs publications
4	Theory of catering	Kinton & Cessarani	ELBS
5	Professional cooking	Wayne gisslen	Le corden bleu
6	The professional pastry chef	Bo friberg	Wiley & sons
7	Bakery and confectionery	S.C dubey	Society of Indian bakers
8	Food production operations	Parvinder bali	Oxford university press
9	Larder chef	M J Leto & WKH Bode	Butterworth- hienemann

Course Code	CSA113
Course Title	Introduction to Computer Applications Lab
Type of Course	Practical
L T P	0 0 4
Credits	2
Course Prerequisites	+ 2 with any stream
Course Objectives	This course will enable the student to familiarize with practical concepts of Fundamentals of IT and its applications

List of Practicals:

1. Familiarization with the Computer System:

- To explain the part of the computer system such as system unit, input devices, output devices connected to the computer.
- To understand the booting process that includes switching on the system, execution of POST routine, then bootstrap loader, and loading of the operating system, and getting it ready for use.
- To introduce the graphical user interface (desktop) of Windows operating system
- to explain the various elements of the desktop such as taskbar, icons (My Computer, Recycle Bin, etc.), short cuts, notification area.

2. Navigating with Window Explorer:

- To navigate with the drives
- To create new folders
- To move folders from one drive to another drive
- To move files from one folder to another folder
- To search files and folders

3. Working with Control Panel:

- To work with date and time
- To create new user accounts
- To install new hardware and configuring existing hardware
- To install new software or remove existing installed software
- To configure network connections
- To manage security profile

4. Miscellaneous Features

- To open an application, folder, document or internet resource from the Run command
- To initialize storage media (formatting)

- To use any basic word processing software for creating, editing, saving and printing text documents.

5. Exploring the Internet:

- To understand the working of the internet - the use of protocols, domains, IP addresses, URLs, web browsers, web servers, mail-servers, etc.
- To create email-account, sending mails, receiving mails, sending files as attachments, etc.
- To search information using search engines.

6. Microsoft Excel:

- To familiarize with parts of Excel window
- To create and save a workbook with single and/or multiple worksheets
- To edit and format text as well numbers
- To apply operations on range of cells using built-in formulae
- To preview and print a worksheet

7. Microsoft Excel continued:

- To insert new row and/or column in a worksheet
- To delete a row and/or column in a worksheet
- To create a variety of charts
- To import and export data to or from worksheet



