DEPARTMENT OF BOTANY
Tentative Course Plan

Class:	Semester-	Session:	
Instructor	Muhammad Kamal Shahzad	**Email:** kamalshazad731@gmail.com	
Course Title	**Computer Applications**	**Program**	**BS**
Course Number	**Comp 00302**	**Credit Hours**	**3(2+1)**
Lecture	......day: .... period (00:00a.m to 00: 00a.m), Room# 00		

Course Objective:

Give students an in-depth understanding of why Computers are essential components in business, education and society.

Introduce the fundamentals of computing devices and reinforce Computer vocabulary, particularly with respect to personal use of Computer hardware and software, the Internet, networking and mobile computing.

Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.

Methods of Teaching
- Assigned readings
- Group activities & Discussion
- Audiovisual aids lectures
- Web-assisted instruction
- Student-Directed Teaching

Resource Material

1. **DISCOVERING COMPUTERS FUNDAMENTALS (1st Edition) SHELLY VERMAAT**
2. **Absolute Beginner's Guide to Computer Basics (5th Edition) Michael Miller Que Publishing**
3. **How Computers work (9th Edition) Ron White**

2.Reference Books		3.Research Papers	
i		i	
Ii		ii	
4.Hot Research Papers		5.Web Resources	
i		i	
Ii		ii	

Office Help Hours	
Grading	Exam (Date to be announced) Mid- Exam (30%) Final Exam (50%) Problem Session/Assignments (20%)
Problem Session	.....day: 00 and 00 periods (0:00-00:00am), Room# 00

SEQUENCE OF TOPICS TO BE COVERED

Lecturer #	Topics (outline of main topics and sub topics)	Chapter #	Tutorial /Laboratory
1	**Introduction of course**		
2	**Basic concept of Computer**		
3	**Computer applications**		
4	**Computer generations**		
5	**Computer Components**		

6	Computer Types		
7	Computer input Devices		
8	Computer output Devices		
9	Computer – Memory Primary Memory Secondary memory Cache memory		
10	Random Access Memory Static RAM Dynamic RAM		
11	Read Only Memory MROM PROM EPROM EEPROM		
12	Memory units Numbers system		
13	Computer Hardware Relationship Between Hardware and Software Motherboard		
14	Computer Software System Software(Operating System) Types of Operating System		
15	Application Software Utility Software Open Source Software		
16	Mid Term Exam		
17 & 18	Office Tools Detail Word processor Spread Sheet Presentation sheet Data Base Management Domain specific tools		
19 &20	Computer Networking Local Area Networking Wide Area Networking Metropolitan Area Networking Networking Topologies		
21 & 22	MS Word Creation of Document Designing, Editing and Formatting.		
23 & 24	World Wide Web History Internet Creation of Account in Gmail, Outlook etc. How to use one drive How to use google drive		

25 & 26	**Working with Spread Sheet** **Tables** **Different Operations**		
27 & 28	**Power Point Presentation Sheet** **Using the Power Point Creating** **Presentation** **Designing, Editing and Formatting**		
29 & 30	**Class test, Quiz & Discussions**		
	Final Term Exam		

Student Evaluation criteria:

Attendance	5%
Workshop / Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
Total	**100%**

Student Responsibilities:

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior] adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 03) will result in "F Grade". Students may prepare Sketchbook for taking notes and for references.

Instructor / Tutor

Approved by:

Chairman