COMPUTER TRAINING COURSE

Course Information

Course Category   Computer Science

Course Level   Undergraduate

Credit Hours   3

Pre-requisites   N/A

Lecturer   **Saba Akhtar**
                              MSCS

Course Contents

Introduction and Evolution of Computing, Computer Systems and its Components, Using the computer and managing files, Computer Hardware and Software, Word Processing, Spreadsheets, Presentation, Binary Numbers and Logic Operations, Information and communication, Web and internet Developing a Web Page using HTML.

Course Overview

Course Synopsis

This is an introductory course in Computer Science designed for beginners. Apart from leading the participants through a whirlwind history of computing. Main objectives of the course are: 1. To build an appreciation for the fundamental concepts in computing 2. To become familiar with popular PC productivity software.

Course Learning Outcomes

After going through this course you will become comfortable and confident about computer usage.
You will be able to
- use computer technology as a tool for communication and collaboration
- use computers for problem solving
- create productivity materials related to profession
- use computer technology for personal and professional growth
- use computer technology for research and generating new knowledge
- explore new technologies/knowledge for career growth as lifelong learners

Course Calendar

Lecture	Topic
1	Introduction to computers
2	History and classification of computers
3	Learning about Hardware and input devices
4	Learning about Computer Software
5	Learning about Computer Storage
6	Security , Output
	Quiz-1
7	Internet
8	Interfacing with computer
9	Word Processing
	Assignment-1
10	Introduction to Desktop Environment
11	Organizing Files
12	Print Management
	Quiz-2
13	Using Application ,Formatting
14	Mail Merge
15	Spreadsheet Saving an Excel File
16	Creating Complex Formulas, Sorting Data
	Assignment-2
17	Microsoft PowerPoint 2010
18	Move, Copy or Delete the text
19	Change Preset Animation Effect
20	Binary Numbers and Logic Operations
	Assignment-3
21	Introduction to Web
22	Web Navigation
23	Search Engines and saving Web resources (images, audio, videos)
24	Email Application Electronic Mail Operating Systems
25	Mail Management
26	Communicating through the Internet, Online collaboration Applications

Quiz-3	
27	Using multimedia digital Devices with a computer
28	Troubleshooting, software installation, and protection
29	Introduction to different types of networks (LAN/WAN, wireless)
30	Introduction to HTML
31	HTML Lists and Tables
Assignment-4	
32	Working in an information society, Computer ethics , Computer assisted instruction (CAI)
Final Term	

Related Links

URL:	http://www.baycongroup.com/el0.htm
Description:	Microsoft Excel 2007 Tutorial

URL:	http://www.baycongroup.com/wlesson0.htm
Description:	Microsoft Word 2007 Tutorial

URL:	http://www.baycongroup.com/powerpoint2007/index.htm
Description:	Microsoft Powerpoint 2007 Tutorial

URL:	http://www.htmlcodetutorial.com/
Description:	HTML Code Tutorials

Reference Book

Book Title:	Understanding Computers: Today and Tomorrow
Citation:	Parker, C (2009)
Author:	Charles S. Parker
Edition:	2000 or any latest
ISBN:	0-03-025968-1
Publisher:	Course Technology, 25 Thomson Place, Boston, Massachusetts 02210, USA
URL:	http://www.amazon.com/Understanding-Computers-Tomorrow-Deborah-Morley/dp/0619243333