

<b>Name of the course</b>	<b>Introduction to Computer Concepts and Applications</b>
<b>Course Code</b>	105
<b>Semester</b>	1 <sup>st</sup>
<b>Credit Hours</b>	3
<b>Prerequisite</b>	-
<b>Learning outcomes</b>	<p>On completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the basic concepts of information technology.</li> <li>2. Know the different areas of computer science.</li> <li>3. Know the concept and types of applications and system software.</li> <li>4. Develop programming skills.</li> </ol>
<b>Contents</b>	<p><b>Unit-1 Introduction to Computers</b></p> <ol style="list-style-type: none"> <li>1.1 Overview course</li> <li>1.2 Characteristics of computer</li> <li>1.3 The component of computers</li> <li>1.4 Categories of computers</li> <li>1.5 Computer application in society</li> </ol> <p><b>Unit-2 Component of System Unit</b></p> <ol style="list-style-type: none"> <li>2.1 The system unit, Processor and data representation.</li> <li>2.2 Memory.</li> </ol>

	<p>2.3 Expansion slots and adapter card</p> <p>2.4 Ports, connectors, and Buses</p> <p>2.5 Power supply.</p>
<b>Unit-3</b>	<p><b>Input</b></p> <p>3.1 Input devices, keyboard, pointing devices, Mouse,</p> <p>3.2 Other pointing devices, Voice input, digital camera, video input, Scanner and reading devices.</p>
<b>Unit-4</b>	<p><b>Output</b></p> <p>4.1 Output devices (Printers, Speakers and Handsets, Other output devices)</p> <p>4.2 Display devices</p> <p>4.3 Flat Panel devices.</p>
<b>Unit-5</b>	<p><b>Storage</b></p> <p>5.1 Floppy disk, Zip drives, Hard disk, CDs and DVDs, Tape.</p>
<b>Unit-6</b>	<p><b>Operating system and Utility Programs</b></p> <p>6.1 System software</p> <p>6.2 Operating system functions,</p> <p>6.3 Operating system utility programs</p> <p>6.4 Type of operating systems.</p>
<b>Unit-7</b>	<p><b>Application Software's</b></p> <p>7.1 Business Software</p> <p>7.2 Graphics and multimedia software</p> <p>7.3 Software of homes, personal and educational use</p> <p>7.4 Application software for communication</p> <p>7.5 Application software on the web.</p>
<b>Unit-8</b>	<p><b>Web Development</b></p> <p>8.1 Internet, history of internet, how internet works,</p> <p>8.2 The world wide web</p> <p>8.3 Internet services</p> <p>8.4 Netiquettes.</p>
<b>Unit-9</b>	<p><b>Microsoft Office Word</b></p> <p>9.1 Opening and Saving a MS Word document</p> <p>9.2 Giving Meaningful names to MS Word documents</p> <p>9.3 Basic Text Formatting</p> <p>9.4 Cut, Copy and Paste Commands</p> <p>9.5 Use of Clipboard</p> <p>9.6 Formatting (font formatting, paragraph formatting, styles &amp; headings, editing, pagination, cover pages, illustrations, Page background, paragraph, table of contents, footnotes, citation, bibliography, formatting tables and figures, mail merge, spelling, grammar, and thesaurus.</p>
<b>Unit-10</b>	<p><b>Microsoft Office Power Point</b></p> <p>Slides, slide numbers, footer, designs, transitions, animations, slide show, and slide master.</p>
<b>Unit-11</b>	<p><b>Microsoft Office Excel</b></p> <p>Workbook, worksheet, cell, alignment, numbers, sorting, filter, charts, page setup, formulas, functions, names, data validation.</p>

	<p><b>Unit-12 Computers and Society, Security, Privacy and Ethics</b></p> <p>12.1 Computer security risk</p> <p>12.2 Computer viruses and worms</p> <p>12.3 Unauthorized access and use</p> <p>12.4 Backing up</p> <p>12.5 Internet security risk</p> <p>12.6 Ethics and society</p> <p>12.7 Information privacy</p>
<b>Teaching &amp; Learning Strategies</b>	A combination of lecturing, computer lab, presentations, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions and practical work.
<b>Assignment</b>	Written assignment (10 marks), presentation (5 marks) and Quiz (10 marks)
<b>Suggested Readings</b>	<p>Davis, G. (2006). <i>Mastering Microsoft VBA</i>. John Wiley &amp; Sons.</p> <p>Shelly, G. B., Gunter, G. A., &amp; Gunter, R. E. (2013). <i>Teachers discovering computers: Integrating technology in a connected world</i>. Cengage Learning.</p> <p>Sinha, P. K., &amp; Sinha, P. (2010). <i>Computer fundamentals</i>. BPB publications.</p> <p>Vermaat, M. E. (2013). <i>Discovering computers 2014</i>. Cengage Learning.</p> <p>Vermaat, M., Sebok, S. L., Freund, S. M., Frydenberg, M., &amp; Campbell, J. T. (2016). <i>Enhanced discovering computers 2017</i>. Nelson Education.</p> <p>Vermaat, M. E. (2014). <i>Microsoft Office 2013: Post advanced</i>. Cengage Learning.</p> <p>Vermaat, M. E. (2015). <i>Enhanced Microsoft Office 2013: Introductory</i>. Cengage Learning.</p>

### Assessment and Examinations

Sr. #	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)