

COMP – 113

INTRODUCTION TO COMPUTERS

Credit Hour: 3

Type: Compulsory

Course Objectives

This course is designed in view of the application of computers in wide range of areas. This course would familiarize students with basics of computer. It will cover introduction to computer software's related to psychology.

Course Contents

- **Introduction to Computers**
 - History of Computer Development
 - Uses and Limitations
 - Basic Units of Personal Computers
- **Introduction to Windows**
 - Why Windows?
 - Basic features of Windows
 - Starting up
 - Using Applications
 - Managing Files and Folders
 - Managing the Desktop
 - Change Settings
- **Introduction to MS Word**
 - Basic features of MS Word
 - Typing, editing, formatting text
 - Saving and printing
 - Making Tables in Word
- **Introduction to MS Excel**
 - Basic features
 - Everyday Worksheet Tasks
 - Creating and Formatting Charts
 - Printing Worksheet
- **Introduction to Power Point**
 - Basic Features
 - Preparing presentations using Power Point

Course Outcome

After having completed this course, students would be able to use window software's like as MS office including MS Excel, MS Word and Power point.

Recommended Books

Maran, R., & Wing, K. (1997). *Teach yourself word 97*. California: IDG Books world wide, Inc

Maran, R. (1995). *Windows 95 simplified*. Foster City, California IDG Books World Wide, Inc.

Nelson, K.Y. (1996). *Windows 95 is driving me crazy*. Berkeley, CA: Peach Pit Press.

Person, R. (1993). *Using excel version 5 for windows*. Indianapolis: Que Corporation.