HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: Introduction to Information Technology
Course Code: BSAF-114   Credit Hours: 02
Program: BS Accounting and Finance   Semester: 02

Course Objectives:

The is a basic course which provides introduction of information technology and its applications in business. This course provides basic overview of software and hardware used on computing technology. Further, this course also enable students to lean Microsoft office applications: Word, Excel, and PowerPoint.

Prerequisites:

1	No specific prerequisites are required.

Text Books

1   AFC-04 Introduction to information technology – Study Text by ICAP

2   Discovering Computers Complete: Your Interactive Guide to the Digitl World, 2012 Edition By Shelly
Cashman, Misty E. Vermaat.

3   Microsoft Office Professional 2010 Step byStep (Step By Step (Microsoft))by Joan Lambert, Joyce Cox,
and Curtis Frye D., 2010

4   Microsoft Office 2016 Step by Step by Curtis Frye and Joan Preppernau

Teaching Methods: Lectures, discussions, presentations, quiz & assignments

Lecture Plan

Week	Contents	Learning Outcomes
1	Basics of computer hardware and operating systems	- Understanding basic hardware and components of CPU: processor, hard disk, RAM, read only memory - Using input devices and understanding their role: keyboard, mouse, touch pad, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale
2	Output devices and operating systems	- Using monitors and printers, their types and pros and cons - Understanding basic operating systems: DOS, Windows, Linux - Using key operating system commands for efficient searchers, formatting disks, viewing IP configurations, testing network connections and exploring network.
3	Basic tasks in Windows optimization	- Customizing desktop and start menu, working with files and folders, logging on-logging off, searching information, locking computer, using screen saver password, resetting password
4	Microsoft Excel: Basic functions	- Using functions in menu bar: file, home, insert, page layout, formulas, data, review and view - Learning to use basic functions and formulas, cell references, constants and operators - Using functions: sum, sumif, trunc, subtotal, round, floor, celining, int, mod, abs, average, count, couna, countif, max, min, median, stdev.s, percentile, rank, IRR, rate, effect, pv, npv, sln, yield, pmt, accrint, accrintm, coupdays, cumprinc, vlookup, hlookup, if, iferror, not, and, or,isblank, iserr, iserror, islogical, isna, isnumber, istext, isnontext, isref, exact, trim, left, right, len, lower, upper, mid, proper, text, today, now, weekday, and weeknum
5	Creating customized datasets	- Using multiple worksheets: navigating, selecting, renaming, inserting, deleting, moving, copying, and printing worksheets - Using sorting, filtering, finding, and replacing data - Formatting data to enhance readability

6	Conditional formatting and protecting cells, worksheets and workbook	- Learning to use conditional formatting and rules manager - Learning to protect certain cells, individual worksheets, and entire workbook - Learning to use digital signatures
7	Merging workbooks and importing/ exporting data to and from excel	- Learning to share a workbook, and to merge multiple parts of a shared workbook - Learning to importing data in excel and exporting data to other formats - Learning to create, edit, refresh, and finding data connections in excel
8	Using charts and templates in excel	- Learning to use and format charts in excel - Learning to use and edit excel templates
9	Microsoft Word basics	- Learning to use menu bar: file, home, insert, page layout, references, mailings, review, and view Learning to format using word features to present letters, reports, and otherdocuments - - Learning to use mail merge function to create letters, envelopes, directory etc.
10	- Using tables in Word - Using table of content	- Using and editing tables and applying predefined styles, customizing formatting options - Using Word's built in feature to sort content saved in tables - Learn to create and modify table of content using predefined styles
11	Using review and reference tab commands in Word	- Using track changes command - Learning to use bibliography, endnotes, footnotes, captions, comments and cross references
12	Microsoft PowerPoint basics	- Using sample template to build presentation - Using slide masters and layouts to build a presentation - Learning to insert and edit text based content in PPT - Using tables, charts, and other objects in PowerPoint - Learning to insert and edit picture, video, charts/ graphs and other objects in PPT

13	Running and printing presentation	- Learning to use slide transitions, slide show, recording slide show, starting slide show from beginning or from current slide, broadcasting slide show and creating a custom slide show - Learning to print slides, notes, and handouts from PPT
14	Project presentations	
15	Revision and Makeup	
16	Revision and Makeup	