

Module Code:	Comp - 101
Module title:	Introduction to Computer
Name of Scheme:	BS Chemistry (4 Years)
Semester :	1 st
Module Type:	Compulsory
Module Rating:	3 Credits

1. Introduction of the Course:

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 and will cover introduction to computer softwares.

2. Course Objectives:

The course is designed:

1. To provide an adequate knowledge about basics of computer.
2. To increase the understanding of the students about the use of different softwares.

3. Course Contents

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

Using Computer for online Literature Search

- E-books
- E-journals
- Data Bases.

4. Teaching-learning Strategies

1. Lectures
2. Group Discussion
3. Laboratory work
4. Seminar/ Workshop

5. Learning Outcome:

1. Students are expected to get familiarized with the basic Concepts of computer.
2. They will learn about different softwares.

6. Assessment Strategies:

1. Lecture Based Examination (Objective and Subjective)
2. Assignments

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3. Class discussion
4. Quiz
5. Tests

7. **Recommended Readings:**

1. Maran, R. (1995). Windows 95 simplified. Foster City, C.A: IDG Books World Wide, Inc.
2. Maran, R., & Wing, K. (1997). Teach yourself word 97, Foster City, C.A: IDG Books worldwide, Inc.
3. Nelson, K.Y. (1996). Windows 95 is driving me crazy. Berkeley, CA: Peach Pit Press.
4. Person, R. (1993). Using Excel Version 5 for windows. Indianapolis: Que Corporation.