



BS (4 Years) for Affiliated Colleges

Code	Subject Title	Cr. Hrs	Semester
COMP-121	Introduction to Computers (revised)	3	II
Year	Discipline		
1	Applied Psychology		

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. The course will cover introduction to computer software related to psychology.

Course Outcome

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

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

Using Computer for online Literature Search

E-books

E-journals

Data Bases

Recommended Books

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

Maran, R., & Wing, K. (1997). *Teach yourself word 97*, Foster City, C.A: 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.
