RIPHAH INTERNATIONAL COLLEGE
Associate Degree Program

Course Title : **Introduction to Computers**
Course Number :
Credit Hours : **3**
Course Pre-requisite : **Basic Understanding of Computer Operations**
Course Duration : **16 weeks**

Course Description:

This course seeks to give students a thorough introduction of computers with particular emphasis on organizational and business usage. Students will learn how to use computer and its applications in a work environment, perform internet research, and communicate on the internet. They will also learn and gain hands on experience of using common business software.

Course Objectives:

This course will help students to:

- Develop an understanding of the current and emerging IT systems.
- Apply their knowledge of existing IT systems to various scenarios and to make decisions about the effects of IT developments on them.
- Use their knowledge of IT systems and practical IT skills to justify IT solutions for a specified client or end-user.

Learning Outcomes

After studying this course, students should be able to:

- Describe Operations and Functions of Computers.
- Apply IT skills on different business scenarios.
- Demonstrate the ability to use MS office and its applications in business.

Educational Methodology to be used:

1. Interactive Lecture
2. Group Discussion
3. Presentation
4. Lab work

Assignments / Projects Criterion:

a. Submission on time
b. Free of spelling and grammatical errors
c. Appropriate length
d. Appropriate presentation (font type and size, margin, stapled)
e. Identical or partially identical assignments / projects will get a Zero in the assignment. The repetition of such kind may lead to an "**F**" grade in the course
f. Plagiarism of any sort will not be tolerated

General Classroom Norms:

Class attendance is mandatory. You may miss up to **25%** (8 out of 32 sessions) class sessions but save it for emergency only. In case you exceed this level, you will be withdrawn from the course. As a courtesy to the instructor and other students, be prepared to arrive at class and be in your seat on time. In addition, please note that each class lasts for **90 minutes** (1.5 Hours).

Also keep in mind some general rules in the class as given below:

- Cell phones should be powered off.
- Eatables are not allowed in the class.
- The teacher will not tolerate any disruptive behavior in the class.
- The University Dress Code has to be observed, no warnings will be given, and violators will be asked politely to leave the class and consequently will be marked absent.

Participation:

Students are required to attend all classes and read all the assigned material in advance of class (although not necessarily with perfect comprehension). Advanced preparation and class participation are crucial for proper conceptual understanding. During discussion sessions, the instructor generally keeps track of the insightful and useful comments students make. (Irrelevant and Unproductive contribution is not rewarded)

Grade Distribution:

Evaluation Type	Percentage (%)	Activity
Quizzes	5	Minimum 4 Quizzes
Assignments	10	Minimum 2 Assignments
Presentation	10	Presentation 1
Mid Term	30	
Final Term	40	
Class Participation	5	
Total Points	**100**	

Technology / Equipment / Models / Physical Support:

1. Multimedia
2. White Board
3. Movies
4. Audio Visual Lab
5. Websites

Note:
Instructors are required to conduct schedule at least 1 out of 2 classes every week in the computer lab for the student's hands on experience.

Course Contents:

Week	Contents	Activities
1	**Computer History, Fundamentals and Operating Systems:** • Understand Computers • Identify Computer Fundamentals • Recognize Operating Systems • Utilize Standalone Operating Systems • Use System Utilities	
2-3	**Use Windows 7 to Manage Files and Programs and to Browse the Internet:** • Create a New Folder and Save A File on a Removable Storage Device • Download and Save files from the Web • Display Libraries, Folders and Files in a Window • Start Programs and Open Data Files • Manage Display of Individual and Multiple Windows • Copy Files from a Removable Storage Device to the Hard Disk Drive • Navigate by using Windows Explorer • Create, Name and Save Files • Select, Copy and Move Files and Folders • Search the Internet • Use Tabbed Browsing • Organize Favorites	**Assignment 1**
4	**Communicating and Networking with Outlook, Skype, LinkedIn and Square Space:** • Create an Outlook Account • Enter and Edit Contacts and Calendar Entries • Send and Receive E-Mail • Make calls over the internet using Skype • Create LinkedIn Account • Create and Maintain a Website and Blog with Square Space	**Quiz 1**
5	**Computer Hardware, Privacy and Security:** • Categorize Computers • Understand and Relate Computers, Society and You • Protect Privacy in Cyberspace • Recognize Computer Crime in Cyberspace • Make Security a Priority • Encrypt Data • Identify Technologies that prosecute Computer Crime	
6	**Windows Explorer, File Management, Office Features and Word Documents:** • Locate and Start Microsoft Office 2016 Program • Enter and Edit text in an Microsoft Office 2016 Program • Perform Commands from a Dialog Box • Create a Folder, Save a File and Close a File • Add Documents Properties and Print a File	

	• Open an Existing File and Save it with a New Name • Explore Options for an Application • Perform Commands from the Ribbon • Apply Formatting in Office Programs • Use the Microsoft Office 2016 Help System • Create a New Document and Insert Text • Insert and Format Graphics • Insert and Modify Text Boxes and Shapes • Change Documents and Paragraph Layout • Create and Modify Lists • Set and Modify Tab Stops • Insert a Smart Art Graphics	

7	**Resumes, Cover Letters, Research Papers, Newsletters and Merged Address Labels with World: (Lab Manual)** • Create a Table • Add Text to a Table • Format a Table • Cover Letter and Resume • Change and Recognize Text • Use the Proofing Options • Create Document using a Template • Create a Research Paper • Insert Footnotes in a Research Paper • Create Citations and a Bibliography in a Research Paper • Format a Multiple Column Newsletter • Use Special Character and Paragraph Formatting • Create Mailing Labels using Mail Merge	**Quiz 2**
8	**System Components, Input / Output Devices and Storage Devices** • Difference between Human and Computer Representation of Input • Elements of System Units • Identify Components of Motherboard • Identify Connectors located outside System Unit • Recognize Input Devices • Output Devices and how they engage your Senses • Evaluate Methods for Storing Data	
MID TERM		
10-11	**Excel Worksheets, Charts, Formulas, Functions and Tables: (Lab Manual)** • Create, Save and Navigate an Excel Book • Enter Data in Worksheet • Construct and Copy Formulas and use the SUM Function • Format Cells with Merge & Center and Cell Styles • Chart Data to Create a Column Chart and Insert Spark Lines • Print, Display Formulas and Close Excel • Spelling Check in Worksheet • Enter Data by Range • Formulas for Mathematical Operations • Edit Values in a Worksheet • Format a Worksheet • Use the SUM, AVERAGE, MEDIAN, MIN and MAX Functions • Move Data, Resolve Error Messages and Rotate Text • Use COUNTIF and IF Functions • Create, Sort and Filter an Excel Table • Format and Print a Large Worksheet	**Quiz 3**
12	**Excel Pie Charts, Line Charts, and What If Analysis Tools: (Lab Manual)** • Chart Data with a Pie Chart	**Assignment 2**

	• Format a Pie Chart • Edit a Workbook and Update a Chart • Use Goal Seek to perform What If Analysis • Design a Worksheet for What If Analysis • Answer What If Questions by Changing Values in a Worksheet • Chart Data with a Line Chart	
13	**Using Application Software as Productivity Tools:** • General Purpose Applications • Difference between Productivity Programs • Identify Media and Graphic Software • Recognize Applications that Run from Internet • Categorize Home and Educational Programs • Difference between Application Types • Connect System Requirements and Software Versions	
14-15	**Power-Point Presentation Creation: (Lab Manual)** • Create a New Presentation • Edit a Presentation in Normal View • Add Pictures to Presentation • Print and View a Presentation • Edit and Existing Presentation • Format a Presentation • Use Slide Sorter View • Apply Slide Transitions • Format Numbered and Bullet Lists • Insert Clip Art • Insert Text Boxes and Shapes • Format Objects • Remove Picture Backgrounds and Insert Word Art • Create and Format a Smart Art Graphic	**Quiz 4**
16-17	**The Internet and World Wide Web:** • Understand the Internet • Internet Connectivity Options • Difference between Internet and Web • Locate and Authenticate Information on the Web • Explore Internet Services • Evaluate E-commerce Sites • Practice Appropriate Internet Behavior	**Presentations**
FINAL TERM		