* Computer software (Application, System Software)

**Assignment 1:** Explore more computer parts (not mentioned during the lecture). Explore more computer software (not mentioned during the lectures)

**Week 2-3: Getting started with computer**

* Understand terminology (shutdown, standby, sleep, lock, restart, logoff switch user and hibernate)
* Desktop environment
* Windows features

**Week 4: Safe use of computer**

* Virus and Antivirus
* Ethical consideration (Computer ethics, Copyright issues)
* Healthy and safe use of computers

**Week 5: File and folder management**

* Creating file and folder
* Save and Save As
* Search files
* Sorting (name, size, type, date)
* Recycle bin

**Assignment 2:** Create folders and subfolders. Differentiate between save and save as.

**Week 6 - 10: Word processing**

* Basic editing and formatting
* Fonts
* Paragraphs
* Bullets and numbering
* Header and footer
* Border and shading
* Change case
* Format painter
* Find and replace text
* Toolbars (formatting, Drawing, WordArt)
* Spelling, grammar and thesaurus
* Working with tables
* Printing

**Assignment 3:** Create word file of 5 - 10 pages. Apply word features in the document. Print the file

**Week 11 - 15: Internet**

* Introduction to internet and world wide web
* Electronic Mail
* Search engines
* Electronic learning tools
* Features available in Student Registration system (ZALONGWA)

**Assignment 4:** Create email account. Attach file and send. Use search techniques to search material on the internet. Use SUZA learning management platform to enroll Students.

**ASSESSMENT**

* There will be only continuous assessment for this course with three practical arrangements.
* A pass grade will be given to those students who attend a minimum of 70 percent of lectures and successfully complete all given assignments, otherwise a Fail grade will be given.

**METHODS OF INSTRUCTION**

* Classroom lectures
* Laboratory practices

**REFERENCES**

1. John Walkenbach, Herb Tyson, et. al. Office 2007 Bible, Wiley Publishing Inc. 2007
2. Katherine Murray first Look 2007 Office, Microsoft Press, 2006
3. O’Leary, T.J and O’Leary, L.I Computing essentials 2012 making IT work for you, Irwin McGraw – Hill, 2011.
4. Fred T. Hofstetter, Internet literacy, 4th Edition, McGraw-Hill, 2005