



COMPUTER LITERACY COURSE

Introduction to Information Technology

Designed By: Engr. Arifa Awan

**Akhuwat Curriculum
Framework 2023**



Course Title:

Basic Computer Literacy Course (Level 1)

Course Duration (Hours):

8 weeks

Prerequisites:

Matriculation

Course Description:

The Basic Computer Literacy course is designed to provide individuals with fundamental knowledge and skills required to navigate and utilize computers effectively. This course is aimed at beginners who have limited or no prior experience with computers and wants to develop essential computer literacy skills along with hands-on practice. Throughout the course, participants will gain a solid foundation in various aspects of computing, enabling them to become more comfortable and confident in using technology.

Course Learning Outcomes:

- Participants will be introduced to the basic components of a computer system, including hardware, software, and operating systems.
- Computer Fundamentals: Students will learn fundamental concepts such as file management, creating and saving documents, and basic computer navigation techniques.
- Internet and Web Browsing: Participants will explore the world of the internet, learning how to browse the web, search for information effectively, and stay safe online.
- Email Communication: This module focuses on using email as a communication tool, covering topics such as composing, sending, receiving, and organizing emails.
- Word Processing: Students will learn the basics of word processing software, including creating, formatting, and editing documents. Emphasis will be placed on developing skills for producing professional-looking documents.
- Spreadsheets: Participants will gain an understanding of spreadsheets, learning how to create, format, and manipulate data in a tabular format using spreadsheet software.
- Presentations: This module will cover the essentials of creating and delivering presentations using presentation software, including designing slides, adding multimedia, and delivering an engaging presentation.
- Online Safety and Security: Participants will learn about common online threats, best practices for protecting personal information, and how to stay safe while using the internet.
- Troubleshooting and Basic Maintenance: Students will acquire essential skills for resolving common computer issues, such as system crashes, software errors, and basic maintenance tasks to optimize computer performance.
- Digital Citizenship: This module will cover the ethical and responsible use of technology, including online etiquette, privacy considerations, and digital rights.

BASIC COMPUTER LITERACY COURSE

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Collaboration Tools: Google Classroom

Week	Chapter	Topic	Sub Topic	Quick Intro	Learning Outcomes
Week 1	Operating System	What is Computer?	Hardware	Quick Video	Student will get familiar with different operating systems, applications and computer programming languages
			Software(Operating system, Application)	Quick video	
		What is Operating System?	Microsoft Windows	Quick video	
			Apple MacOS		
	Linux/Ubuntu				
	What is Server?	Andriod			
		Windows server			
Applications	What is Application? Types of Application	Linux	Quick Video		
Software Development	What is Programming	Web Browser, Accounting, M365 etc	Quick Video		
			Java, Python,C# etc	Quick video	
Quiz					
Week 1	Introduction to Hardware and components.	Motherboard	CPU, Motherboard,RAM, Storage etc	Quick video	Student will understand the use of different parts of computers and Printers
			Computer Storage Devices	Quick video	
			Hard Drive/SSD	Quick video	
			RAM vs ROM	Quick Video	
			Power Supply		
			Heat Sink		
			PCI (Peripheral Component Interface		
			HDMI/ VGA		
			Serial Ports(Printer/scanner)		
			CMOS battery		
			Cable and connection		
Week 2	File Management	What are the files?	Files and folders	Quick Video	To familiarize students with Understanding how to work with files and folders. Absolute basics of working with files, including how to open files, move your files into folders, and delete files
			File Explorer		
			To open files/copy/paste		
		Moving and deleting files	To move a file:		
			Create new folder		
			To rename a file or folder:		
			Delete files and folders		
			Selecting multiple files		
Select all Files	keyboard Short cut keys				
Week 3	Microsoft Office	Introduction to Microsoft Word	Introduction to MS Word	Quick Video	
			Creating a new word document/ Save document	Quick Video	
		Microsoft Word Interface	Introduction to Ms word interface		To familiarize students with the use of Microsoft Words and with some of its most important features, such as the Ribbon, Quick Access Toolbar, and Backstage view, Auto save, Auto Correct, spelling check
			Microsoft word interface: Ribbon Title bar Quick Access Toolbar Status Bar Work area. Microsoft Word's File Tab		
			Entering text in your word Document.		

			Worked on Home Tab Font style, font size, Bold, italic, underline, Font color, selected text background, Text highlight Insert Table Insert rows and column, delete rows and column, Microsoft word shortcut keys		
		Basic Text Formatting	Font style, font size, Bold, italic, underline, Font color, selected text background, Text highlight Insert Table Insert rows and column, delete rows and column, Microsoft word shortcut keys	Quick video	
			Saving a Microsoft Word Document/ Page layout Test Word Knowledge on Entering/Editing. Basic formatting Standards. A closer Look at the HOME Tab Auto Correct, Spelling Check Add Custom Tab in Ribbon and	Quick Video	To familiarize students with saving documents, Text basics, text formatting, creating custom tabs and printing the documents.
		Print (Ctrl+P)	Printing Documents	Quick video	
			Lab Task1: basic Formatting		
			Lab Task 2: Table Creation		
			Lab Task 3: Book Log		

Quiz 2

		Introduction to excel	Introduction to Microsoft Excel Open excel file	Quick Video	
	Microsoft Excel	Interface of Excel/ components	Introduction to Microsoft excel Interface and its components Ribbon, active cell, column, row, file handle, address bar, formula bar, title bar, file menu, quick access toolbar, worksheet tab(rename worksheet), status bar,	Quick Video	To familiarize students create and open excel workbook, save workbook, basic interface and components.
		Auto fill	Auto fill		
		Basic Functions	Functions: simple calculations like addition, subtraction, multiplication and division Conditional formatting	Quick video Quick video	To familiarize students with aggregate functions and conditional statements used in Excel.
			Task 1: Excel Formula Practice Task 2: Player stats Task 3: graph Plotter		
		Task			
		VLookup and HLookup	Function: Vlookup and Hlookup and its four parameters.		Student become Familiar with VLookup and HLookup function.
			Task 1: Playground Safety Check data (applied Vlookup and Hlookup on multiple fields and make them dynamics		
		Data Validation	Check Formatting of Entered		To familiarize the students with data validation in MS

Week 4

		Data	Excel.		
		Task: applied data validation on different attributes with different criteria, (character, whole number, list, text length, date , decimal)			
	Pivot table	Task: Applied Pivot table on Digital products.			
Quiz 3					
Week 4	Microsoft PowerPoint:	Introduction to PowerPoint	Basic Interface	Quick video	To familiarize students create and open presentation, save, basic interface. Slide basics, text basics, applying theme
		Features	Features of PowerPoint: Slide Layout Slide design Animation (types of animation) Transition	Quick video	
		Basic Rules and formatting	Creating new slide	Quick Video	To familiarize students applying transition, organize slides, slide show and printing slides
			Adding picture	Quick video	
			Inserting charts	Quick Video	
	Task		Basics of good presentation)six by six rule		
			Task 1: Creating presentation/adding picture relevant to the topic that student selected		
			Task 2: Adding charts		
			Task 3: Adding animation		
Week 5	Email	Write Professional email	List the advantages of email.	Quick Video	Student become familiar to write professional email
			Explain the parts of an email address.		
			List the various features of an email service.		
			Demonstrate how to open an email account.		
			Demonstrate how to compose and send emails.		
Week 6	Introduction to internet	Internet	What is www Understanding of URL and address bar . Hyperlinks and IP address	Quick Video	Student become familiar with internet basics of cloud computing and communication through internet.
			Searching and saving web resources(images and files)		
		Collaboration application	Introduction to online collaboration • Working with an online collaboration application (application: Google Docs, Zoom)		
Week 6	E-Commerce	Introduction	What is Commerce	Quick Video	Student become familiar with Traditional commerce and E-commerce also discussed case study about E-commerce
			Explain E-Commerce		
	Computing and		Safety and Security	Quick Video	

Week 7	Society [CAS]	Introduction to Computing and Society	Ethics and Laws		
			Interpersonal and Societal Impact		

Week 8	Mega Test (Both Written and Oral Evaluation)				
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Course Grading Policy: The ability to use a computer can only really be judged by having someone complete a task using a computer. A written exam is of little value in assessing computer skills. Assign series of assignments and tasks to perform throughout the course, with several at the midpoint and end of the course.

Grading Policy	
Marks Distribution	Percentage %
Attendance	20%
Quiz/ Assessments	30%
Mega Test	50%

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