

### Course Details:

Course Code: CS-101

Course Title: Computer Applications

Course Duration: Three (03) months

Sessions Duration: 01 hour

### Course Description:

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and official use.

### Course Outcomes:

1. Apply computer resources for academic and official uses.
2. Construct official and academic documents using Microsoft Word.
3. Create spreadsheets with formulas and graphs using Microsoft Excel.
4. Develop presentations containing animation and graphics using Microsoft PowerPoint.
5. Integrate Microsoft Office applications for use in office and academy.

Session	Topics Covered	Assessment Techniques
1	Orientation  Welcoming  Introductory Topics	
2	Running Applications  Managing Resources  Microsoft Excel Spreadsheet Construction  Calculate, Organize and Analyze Numeric Data   Layout Planning	Individual Assignments
3	Functions and Formulas  Constructing Embedded Charts  Scenario Building	Quiz
4	Microsoft Word Document Creation and Advanced Formatting  Object Placement	Individual Assignment
5	Bangla Typing  Avro  Bijoy  Bijoy to Unicode Conversion	Individual Assignment
6	Cover Letter and Resume Formatting	Individual Assignment
7	Creating and Editing Presentation  Automating Slide Shows	Individual Assignment
8	Advanced Transitions   Content Management  Using illustrations and shapes   Comment Management	Individual Assignment
9	Trouble shooting drivers (Printer, Scanner, Display Drivers, LAN, Wi-Fi, Router)  Managing Multiusers  Sharing Resources Through Network	Individual Assignment
10	Using Browser  Managing Bookmarks  Keyboard shortcuts  Batch Processing Commands  Scheduling	Quiz
11	Basic Graphics Designing  Microsoft Paint	Individual Assignment
12	Final Lab test	Individual Practical Exam.

**Recommended book (Required):**

Microsoft Office 365 & Office 2016: Introductory

Writers: *Steven M. Freund, Corinne Hoisington, Eric Schmiede, Mary Z. Last*

মাইক্রোসফট অফিস (ট্রেনিং গাইড) এক্সপি, ২০০৩, ২০০৭ এবং ২০১০

Writer: বাপ্পি আশরাফ

**Recommended Software (Required):**

Microsoft-Office Professional 2016, (1<sup>st</sup> Version, 2016)

Note: All assignments in the course are required to be submitted in Microsoft Office 2016 by email.

**Contents :****Hardware and software**

- The main components of a computer, including input and output devices
- The function of communication devices such as smartphones and tablets
- The role of Operating Systems, programs and apps
- Networking Basics

**Windows**

- Turning on the computer and logging on
- The Windows screen
- Running programs from the Start Menu
- Minimising, maximising, moving, resizing and closing windows
- Logging off and shutting down your computer
- Automating computing tasks
- Using Shortcuts

**Working with programs**

- Running multiple programs
- Desktop icons and creating a desktop shortcut
- Managing programs from the taskbar
- Closing programs

**File management**

- Managing Windows Explorer
- Creating, moving, renaming and deleting folders and files
- Understanding file extensions
- Viewing storage devices and network connections
- Managing USB flash drives
- Backing up deleted data
- Trouble shooting drivers

## **Word processing**

- Creating documents in Microsoft Word
- Typing text, numbers and dates into a document
- Easy formatting
- Checking the spelling in your document
- Making and saving changes to your document

## **Spreadsheets**

- Understanding spreadsheet functionality
- Creating spreadsheets in Microsoft Excel
- Typing text numbers and dates into a worksheet
- Easy formulas
- Easy formatting
- Charting your data
- Making and saving changes to your workbook
- Printing a worksheet

## **Printing**

- Print preview
- Print settings
- Managing the print queue
- Printing through network
- Sharing Printer

## **Using email**

- The Outlook mail screen elements
- Composing and sending an email message
- Managing the Inbox

## **Accessing the internet**

- Going to a specific website and bookmarking
- Understanding how to search/Google effectively
- Copy and paste Internet content into your documents and emails
- Stopping and refreshing pages
- Demystifying the Cloud
- Understanding social media platforms such as Facebook and Twitter
- Computer security best practices