

Course Name: Introduction to Computing		
Course Code: CSCS100	Course Type: Compulsory	Course Credits: 3
Class Timings: Check Moodle	Section: J	Student Meeting Hours/ Office Hours: TR 3:00 - 3:30, W 4:30 – 5:30
Instructor Name: Dr. Nosheen Sabahat		
A Note from the Instructor: <ul style="list-style-type: none"> • This course has a practical part related to computers so getting acquainted with computers beforehand is an advantage. • In this course we will learn about what a computer is, what's inside it and how it works. • You will learn 3 basic computer tools 		
Instructor Contact Details Email: nosheensabahat@fccollege.edu.pk Office Hours: TR 3:00 - 3:30, W 4:30 – 5:30 Guidelines for contacting instructor: Always e-mail before visiting		
Course Description: Pre-requisites if any: NIL Mode of Instruction: Combination of Synchronous and Asynchronous		
Main Mode of Instruction: <i>Gmail, Moodle, Zoom/Google Meet/MS Teams</i> Technology Requirements: A Desktop/Laptop computer with moderate specs, having Windows. HEC registered account for MS Teams, active Moodle and official account Technology Etiquettes: Allow 24 hours for replying to e-mails, <i>Be considerate and respectful towards devices and people in any mode of interaction</i> Considerations for Students with Limited Internet/Technology Access: Video lectures will be uploaded on drive weekly (In case of online ONLY). Must arrange for taking quizzes		
Course Objectives/ Student Learning Outcomes (SLOs) There are three principle objectives of CSCS 100: <ol style="list-style-type: none"> 1. To introduce the students to current common computer hardware and software and enable them to develop skills in the use of the basic productivity applications to support their study in all academic areas at FC College and in their lives and careers after graduation. 2. To build an understanding of the computer as an interacting complex of hardware and software which is a powerful information management and communication device. 3. To build an understanding of the effects of computing technology, both positive and negative, on institutions, activities and social structures, the potential benefits, and dangers inherent in the development and use of these technologies. Similarly, to study the moral, ethical, and legal issues which are associated with computers and its applications. 		

Course Content, Learning Material & Activities Schedule

Week	Topic	Contents	
1	<p style="text-align: center;">Introduction to Technology (Chapter 1)</p>	<p>Introduction to the course Today's Technology Basic Concepts Types of Computers Mobile and Game Devices Data and Information Programs and Apps Communications and Networks Technology Uses Technology Users</p>	
2		<p>Detailed introduction to the "Keyboard" (practical)</p> <ul style="list-style-type: none"> • Keyboard characters • Key functions • Key combinations <p>Introduction to basic OS functions (Practical)</p> <ul style="list-style-type: none"> • Navigating to access OS features • Concept of Files, folders, and different types of file systems • Launching apps and Control Panel etc. • Browser and storing files in Local vs. Google Drive • Other Basic Computer Operations and Concepts <p>Components of Emails and Emailing (Practical)</p> <ul style="list-style-type: none"> • How to create an email account • Send and receive emails. • Use of attachments, To/Cc/Bcc, Signature etc. • Other features such Email scheduling, labels, advanced search etc.. 	
3	<p style="text-align: center;">Computing Components (Chapter 6)</p>	<p>Inside the Case Processors Cloud Computing Data Representation Memory Adapters Buses Power Supply and Batteries Positional Number representation and number system conversion - Binary, Decimal</p>	
4	<p style="text-align: center;">Connecting and Communicating Online (Chapter 2)</p>	<p>The Internet Connecting to the Internet The World Wide Web Types of Websites Digital Media on the Web Other Internet Services Netiquette</p> <p>Search Engine Operators (Practical)</p>	

		<ul style="list-style-type: none"> • Need for search operators • Refining search using search operators 	
5	Digital Security, Ethics, Privacy (Chapter 5)	Digital Security Risks Internet and Network Attacks Unauthorized Access and Use Software Theft Information Theft Hardware Theft, Vandalism, and Failure Backing Up — The Ultimate Safeguard Wireless Security Ethics and Society Information Privacy The Prevention of Electronic Crimes Act, 2016 Pakistan	
6	Operating Systems (Chapter 9)	Operating Systems Operating System Functions Types of Operating Systems Desktop Operating Systems Unix Server Operating Systems Mobile Operating Systems	
7		Review Midterm Exam	
8, 9		Word Processing (Writer) <ul style="list-style-type: none"> • Start word processing software • Open and close word processing document • Save document • Insert text in document • Edit document by deleting and restoring text • Cut, copy, paste text • Select text efficiently • Apply and change text properties including <ul style="list-style-type: none"> ○ Fonts ○ Font sizes ○ Character effects to text ○ Text alignment ○ Hyperlink ○ Character spacing • Apply and change page properties including <ul style="list-style-type: none"> ○ Orientation (landscape and portrait) ○ Margins ○ Columns ○ Page size ○ Insert header and footer • Apply and change paragraph properties including <ul style="list-style-type: none"> ○ Alignment ○ Indentation ○ Spacing between lines and paragraphs ○ Bullets and numbered list ○ Drop caps ○ Create and update table of contents • Use format painter • Preview and print a document • Apply and customize styles • Insert page break • Insert pictures from file and clip art 	

		<ul style="list-style-type: none"> • Create and manage tables (split cells, merge cells, table properties) • Use spell checker and thesaurus 	
10		<p>Presentation (Impress)</p> <ul style="list-style-type: none"> • Start presentation software • Create a presentation • Save a presentation • Insert text in a slide • Insert slides from other presentations • Insert header and footer • Insert table and chart • Create a new slide • Change orientation of slides • Select and apply design template • Select and change slide layouts • Select and apply animations (custom animations and slide transitions) • Change format in master slide • Create and apply styles • Change the view of software (normal, outline, slide sorter, notes and handouts, slide show) • Rearrange slides in slide sorter view • Preview a presentation • Change the page setup • Print slides in variant formats • Use drawing tool bar • Use good presentation properties 	
11-13		<p>Spreadsheets (Calc)</p> <ul style="list-style-type: none"> • Create a workbook • Name and save a workbook • Open a workbook • Insert worksheet • Rename worksheet • Delete worksheet • Preview and print a worksheet • Insert and delete rows and columns • Adjust the size of rows and columns • Select cells • Change and apply cell alignment including <ul style="list-style-type: none"> ○ Text alignment ○ Text wrapping ○ Text indentation ○ Text orientation • Edit cell contents • Find and replace cell content • Change cell appearance (border, background) • Cut, copy, paste, and clear cells • Merge cells • Change format of numeric data • Build and apply formulas • Use Functions (SUM, SUMIF, MAX, MIN, COUNT, COUNTIF, AVERAGE, MEDIAN, date functions, basic statistical functions, mathematical and logical functions) • Use function wizard • Copy formula or functions • Edit formula or functions • Use absolute and relative cell references 	

		<ul style="list-style-type: none"> • Use IF statement • Create and apply conditional formats • Access data across worksheets in the same workbook • Create charts, make a right choice of charts, edit charts and their properties • Split and freeze windows • Sort data 	
14, 15		Choice of instructor from the following topics: <ul style="list-style-type: none"> • Scratch: Creating simple animations • HTML or any scripting language • Creating a website using Wordpress/Blogger 	
16		Final Exam	

Following are the best practices to succeed in this course:

- *View video lectures*
- *Attend classes regularly (physical or live) so you don't miss on graded quizzes and class tasks*
- *3 Contact Hours with instructor, at least 3 hours at home per week*

Textbooks, Materials, Supplies, and other Resources

- *Discovering Computers 2018 by Shelly Cashman Series*
- Lecture Notes uploaded at Moodle
- Practice Tasks

Course Requirements:

The tentative breakup is as follows:

Class Participation, Attendance & Quizzes	15%
Assignments:	10%
Class Tasks	10%
Midterm exam:	30%
Final term exam:	35%
TOTAL	100%

Missed Assignments

- Late assignments will be accepted with negative marking. Leniency will be observed depending upon performance throughout the semester.

Quiz Make-Ups

-No policy for re-take of quizzes. A lot of quizzes will be given and best will be selected in the end. This will cater for attendance, class-participation as well as understanding.

Grading Legend

Depending on the marks obtained, relative or absolute marking will be followed. The proposed grading legend is following.

Grade	Point Value	Numerical Value	Meaning
A	4.00	93-100	Superior
A-	3.70	90-92	
B+	3.30	87-89	Good
B	3.00	83-86	
B-	2.70	80-82	
C+	2.30	77-79	Satisfactory
C	2.00	73-76	
C-	1.70	70-72	
D+	1.30	67-69	Passing
D	1.00	60-66	
F	0.00	59 or below	Failing