

## Syllabus / Course Outline

<b>Course Name: Introduction to Computing</b>		
<b>Course Code: CSCS100</b>	<b>Course Type: Compulsory</b>	<b>Course Credits: 3</b>
<b>Class Timings: 11:00 am to 12:15 pm</b>	<b>Section: E</b>	<b>Student Meeting Hours/ Office Hours: TR 17:00 to 19:00</b>
<b>Instructor Name: Zeeshan Haider Malik</b>		
<b>A Note from the Instructor:</b> <i>- In case of fully in-person mode, there will be no online class activity or quiz. In case of online study, there will be synchronous online interactive sessions for Blended or Fully Online modes of teaching for students that are at homes.</i> <i>- You are expected to attend all sessions, whether online or in-person and try to be interactive for a better learning experience.</i> <i>- This course has a practical part related to computers so getting acquainted with computers beforehand is an advantage</i>		
<b>Instructor Contact Details</b> Email: <a href="mailto:zeeshanmalik@fccollege.edu.pk">zeeshanmalik@fccollege.edu.pk</a> Office: S426-H Office Hours: TR 17:00 – 19:00 Guidelines for contacting instructor: Please contact via email.		

**Course Description:**

Pre-requisites:  
None.

**Main Mode of Instruction:** *Gmail, Moodle, Zoom/Google Meet/MS Teams*

**Technology Requirements:** A Desktop/Laptop computer with moderate specs, having Windows.

**Technology Etiquettes** *Be considerate and respectful towards devices and people in any mode of interaction*

**Considerations for Students with Limited Internet/Technology Access:** *Video Lectures and Moodle*

**Lab Resources:** *In case of online teaching, every student must have a computer for this course*

**Course Objectives or [Student Learning Outcomes \(SLOs\)](#)**

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.

### Tentative Course Content, Learning Material & Activities Schedule

Week	Topic	Contents	Assessment
1	<b>Introduction to Technology (Chapter 1)</b>	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	
2		<p>Detailed introduction to the “Keyboard” <b>(practical)</b></p> <ul style="list-style-type: none"> <li>• Keyboard characters</li> <li>• Key functions</li> <li>• Key combinations</li> </ul> <p>Introduction to basic OS functions <b>(Practical)</b></p> <ul style="list-style-type: none"> <li>• Navigating to access OS features</li> <li>• Concept of Files, folders, and different types of file systems</li> <li>• Launching apps and Control Panel etc.</li> <li>• Browser and storing files in Local vs. Google Drive</li> <li>• Other Basic Computer Operations and Concepts</li> </ul> <p>Components of Emails and Emailing <b>(Practical)</b></p> <ul style="list-style-type: none"> <li>• How to create an email account</li> <li>• Send and receive emails.</li> <li>• Use of attachments, To/Cc/Bcc, Signature etc.</li> <li>• Other features such Email scheduling, labels, advanced search etc..</li> </ul>	Quiz 1
3	<b>Computing Components (Chapter 6)</b>	<p>Inside the Case Processors Cloud Computing Data Representation Memory Adapters Buses Power Supply and Batteries <b>Positional Number representation and number system conversion - Binary, Decimal</b></p>	

4	<p align="center"><b>Connecting and Communicating Online (Chapter 2)</b></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 <b>(Practical)</b></p> <ul style="list-style-type: none"> <li>• Need for search operators</li> <li>• Refining search using search operators</li> </ul>	<p align="center"><b>Quiz 2</b></p>
5	<p align="center"><b>Digital Security, Ethics, Privacy (Chapter 5)</b></p>	<p>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  <b>The Prevention of Electronic Crimes Act, 2016 Pakistan</b></p>	
6	<p align="center"><b>Operating Systems (Chapter 9)</b></p>	<p>Operating Systems  Operating System Functions  Types of Operating Systems  Desktop Operating Systems  Unix  Server Operating Systems  Mobile Operating Systems</p>	<p align="center"><b>Quiz 3</b></p>
7		<p><b>Review Midterm Exam</b></p>	

<p>8, 9</p>		<p><b>Word Processing (Writer)</b></p> <ul style="list-style-type: none"> <li>• Start word processing software</li> <li>• Open and close word processing document</li> <li>• Save document</li> <li>• Insert text in document</li> <li>• Edit document by deleting and restoring text</li> <li>• Cut, copy, paste text</li> <li>• Select text efficiently</li> <li>• Apply and change text properties including <ul style="list-style-type: none"> <li>○ Fonts</li> <li>○ Font sizes</li> <li>○ Character effects to text</li> <li>○ Text alignment</li> <li>○ Hyperlink</li> <li>○ Character spacing</li> </ul> </li> <li>• Apply and change page properties including <ul style="list-style-type: none"> <li>○ Orientation (landscape and portrait)</li> <li>○ Margins</li> <li>○ Columns</li> <li>○ Page size</li> <li>○ Insert header and footer</li> </ul> </li> <li>• Apply and change paragraph properties including <ul style="list-style-type: none"> <li>○ Alignment</li> <li>○ Indentation</li> <li>○ Spacing between lines and paragraphs</li> <li>○ Bullets and numbered list</li> <li>○ Drop caps</li> <li>○ Create and update table of contents</li> </ul> </li> <li>• Use format painter</li> <li>• Preview and print a document</li> <li>• Apply and customize styles</li> <li>• Insert page break</li> <li>• Insert pictures from file and clip art</li> <li>• Create and manage tables (split cells, merge cells, table properties)</li> <li>• Use spell checker and thesaurus</li> </ul>	<p>Quiz 4</p>
		<p><b>Presentation (Impress)</b></p>	

<p style="text-align: center;"><b>10</b></p>		<ul style="list-style-type: none"> <li>• Start presentation software</li> <li>• Create a presentation</li> <li>• Save a presentation</li> <li>• Insert text in a slide</li> <li>• Insert slides from other presentations</li> <li>• Insert header and footer</li> <li>• Insert table and chart</li> <li>• Create a new slide</li> <li>• Change orientation of slides</li> <li>• Select and apply design template</li> <li>• Select and change slide layouts</li> <li>• Select and apply animations (custom animations and slide transitions)</li> <li>• Change format in master slide</li> <li>• Create and apply styles</li> <li>• Change the view of software (normal, outline, slide sorter, notes and handouts, slide show)</li> <li>• Rearrange slides in slide sorter view</li> <li>• Preview a presentation</li> <li>• Change the page setup</li> <li>• Print slides in variant formats</li> <li>• Use drawing tool bar</li> <li>• Use good presentation properties</li> </ul>	<p style="text-align: center;"><b>Quiz 5</b></p>
<p style="text-align: center;"><b>11-13</b></p>		<p><b>Spreadsheets (Calc)</b></p> <ul style="list-style-type: none"> <li>• Create a workbook</li> <li>• Name and save a workbook</li> <li>• Open a workbook</li> <li>• Insert worksheet</li> <li>• Rename worksheet</li> <li>• Delete worksheet</li> <li>• Preview and print a worksheet</li> <li>• Insert and delete rows and columns</li> <li>• Adjust the size of rows and columns</li> <li>• Select cells</li> <li>• Change and apply cell alignment including <ul style="list-style-type: none"> <li>○ Text alignment</li> <li>○ Text wrapping</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Text indentation</li> <li>○ Text orientation</li> <li>● Edit cell contents</li> <li>● Find and replace cell content</li> <li>● Change cell appearance (border, background)</li> <li>● Cut, copy, paste, and clear cells</li> <li>● Merge cells</li> <li>● Change format of numeric data</li> <li>● Build and apply formulas</li> <li>● Use Functions (SUM, SUMIF, MAX, MIN, COUNT, COUNTIF, AVERAGE, MEDIAN, date functions, basic statistical functions, mathematical and logical functions)</li> <li>● Use function wizard</li> <li>● Copy formula or functions</li> <li>● Edit formula or functions</li> <li>● Use absolute and relative cell references</li> <li>● Use IF statement</li> <li>● Create and apply conditional formats</li> <li>● Access data across worksheets in the same workbook</li> <li>● Create charts, make a right choice of charts, edit charts and their properties</li> <li>● Split and freeze windows</li> <li>● Sort data</li> </ul>	<b>Quiz 6</b>
<b>14, 15</b>		<ul style="list-style-type: none"> <li>● HTML</li> </ul>	
<b>16</b>		<b>Final Exam</b>	

**'Out-of-class' Study Required (across all 3 categories of students -- those attending in-person, online, or asynchronously)**

*In-person: Attend lectures in-person, perform all activities on Moodle*

*Online: Attend Zoom lectures, perform all activities on Moodle*

*Asynchronous: Watch YouTube videos, perform all activities on Moodle*

## **Textbooks, Materials, Supplies, and other Resources**

*TEXT BOOK                    Discovering Computers 2018 by Shelly Cashman Series*

## **Course Requirements:**

*Describe each graded component in enough detail that students will have a general understanding of the amount of and type of work required. Include information about the assignment's purpose and rubric for assessment as applicable*

### **Assignments**

None

### **Quizzes**

Conducted on Moodle, MCQ/short answers

### **Class activities (practical)**

Lab task (ref to as class activity) will be demonstrated, and student will do submission on Moodle

### **Midterm Exam**

Theoretical (in case of online: assignment based)

### **Final Exam**

Practical conducted on computers (in case of online: files submission, with viva)

The assessment breakup is as follows:

<b>Quizzes:</b>	20%
<b>Class Activities:</b>	20%
<b>Midterm exam:</b>	30%
<b>Final Exam:</b>	30%
<b>TOTAL</b>	<b>100%</b>

## **Attendance Policy:**

*All students are expected to attend all classes.*

## **Classroom Participation:**

*Try to engage in questions and answers during the lectures.*

## **Grade Determination & Course Assessment as per FCC Policy:**

*In case of high-class average, absolute grading is expected. In case of low-class average, relative grading can be used.*

## **Grading Legend**

Below is the grading legend of FCCU (published in all catalogues and available on the FCCU website) as approved by the Academic Council



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

**Student Conduct & Other Issues:**

*All students are expected to remain civil, respectful, and supportive.*

**Changes to the Syllabus:**

This syllabus was designed to convey course information and requirements as accurately as possible. It is important to note however that it **may** be subject to change during the course depending on the needs of the class and other situational factors. Such changes would be for your benefit and you will be notified of them as soon as possible.

**Student Support Services**

[Student Counseling Services](#). Students can contact the [Campus Counseling Center](#) at 0331-444-1518 or email [ccc@fccollege.edu.pk](mailto:ccc@fccollege.edu.pk).

[Writing Center](#)

[Mercy Health Center](#)

**Other Useful FCCU Policy Documents:**

[Sexual Harassment Policy](#)

[Anti-Corruption Policy](#)

[Academic integrity](#)

[Plagiarism Policy](#)

[Academic Calendar](#)

**Important Notices from the Instructor:**

*I expect that you will strictly follow the core values of FCCU and put your entire efforts to learn as per the course requirements, attend classes, read the textbook(s)/other assigned reading material and do the assignments in the stipulated time period*

*I generally respond to emails anywhere between the hours of 9 AM and 9 PM based on time availability. If I do not respond within 48 hours, feel free to send a follow-up email.*

*This class is available 24/7 but the instructor is not. I will respond to an email Monday through Friday (until 3 pm) unless it is a holiday or extenuating circumstances intervene. During the workweek, you can expect a response within 24 hours, and I expect the same courtesy from my students.*