

Teaching Schedule for CS-301 - Introduction to ICT

Week 1

- Lecture #1: Introduction Of Computers
- Lecture #2: Hardware, I/O Devices

Week 2

- Lecture #1: Memory, Storage Devices, Software's
- Lecture #2: Information Technology, People and Communication, Data Processing, Bits ,Bytes and Words
Windows Operating System and Managing Windows 2000/XP

Week 3

- Lecture #1: Operating Systems, Functions of Operating Systems, Types of Operating Systems
- Lecture #2: Managing Files and Folders.

Week 4

- Lecture #1: Managing Windows XP
- Lecture #2: Introduction of Office Concept, Office Toolbar, Understanding MS Word Session -1

Week 5

- Lecture #1: Introduction of Office Concept, Office Toolbar, Understanding MS Word Session -2
- Lecture #2: Text Editing in Documents

Week 6

- Lecture #1: Formatting Documents - Session 1
- Lecture #2: Formatting Documents – Session 2

Week 7

- Lecture #1: Using Tables in Documents.
- Lecture #2: Advanced Features – Session 1 (Template, Macro, Document Map, Text Boxes, Graphics in MS Word)

Week 8

- Lecture #1: Advanced Features Session 2 (AutoShapes, Word Art, Drawing Toolbars, Printing, Hyperlinks and Office Assistant)
- Lecture #2: Advantages and Benefits of Spreadsheet, Difference between Word Processor and Spread sheet, Features of Microsoft Excel, Elements of Excel Interface. Managing Worksheets, Moving and Coping Sheets

Week 9 (Mid Examination)

Week 10

- Lecture #1: Data Entry Tips and Tricks.
- Lecture #2: File Management In Excel Formatting In Excel – Session 1

Week 11

- Lecture #1: Formatting In Excel – Session 2
- Lecture #2: Formulas and Functions

Week 12

- Lecture #1 Printing in Excel Creating Charts in Excel
- Lecture #2: Data Analysis features in Excel

Week 13

- Lecture #1: Understanding MS Power Point Text & Formatting in Power Point
- Lecture #2: Drawing, Slide Transitions, Playing the Presentation, Slide Animation

Week 14

- Lecture #1: Action Buttons, Slide Show Options, Insert Movie, Inserting Sound
- Lecture #2: Introduction to SPSS and its uses, file operations, Getting help, Data Editing features, Different Viewing patterns

Week 15

- Lecture #1: Data Transformation, Data Analysis, Graph theory
- Lecture #2: Utilities for Analysis, use of software for data analysis

Week 16

- Lecture #1: Internet Address, DNS , WWW, Web Browser, URL , Web Server ,Search Engine , Type Of Web Pages, Web Casting
- Lecture #2: E- Commerce, Web Publishing, E-mail, Newsgroup & message board, Mailing List & Chat Rooms, Types Of Email Accounts.

Week 17

- Lecture #1: Web Searching, Chatting Using Messengers (MSN Messenger , Yahoo Messenger , Google Talk)
- Lecture #2: Revision

Week 18 (Final Examination)