



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Computer Fundamentals
Course Code	CS100
Semester	First
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

The course will enable the students to learn:

- Introduction to Information Technology, Understanding Computer Systems,
- Computer Hardware, Operating Systems, Application Software,
- Programming Languages, Files and Data Basics, Data Communication,
- Networking Basics, Internet Basics, E-Commerce, Computer Graphics,
- Computer Security and Controls, MS Office, MS Word, MS Excel, MS Access, MS Power point, MS Project, Internet Browsers, Databases,
- Information Systems importance in Business, E-Banking

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Books

- Computer From Ground Up By: M. Sajid Rehman & Hafeez Ur Rahman
- Introduction to Computer By: Peter Norton 6th Edition

WEEK WISE BREAKDOWN

Week	Description
1	<ul style="list-style-type: none">• Introduction to computer• History of computer• Generations of computer• Types of computer
2	<ul style="list-style-type: none">• Types of digital computer• Micro• Mini• Mainframe• Technical workstation• Components of computer• Software components and Hardware components
3	<ul style="list-style-type: none">• Input Output unit• Input devices• Mode of inputs• Output devices• Types of output devices<ul style="list-style-type: none">○ Hard copy output devices○ Soft copy output devices
4	<ul style="list-style-type: none">• Memory unit• Type of memory• RAM• ROM• Cash RAM• Flash Memory• Storage• Magnetic storage• Optical storage• Magnetic storage devices• Optical storage devices
5	CPU <ul style="list-style-type: none">• CU• ALU• Mother Boards<ul style="list-style-type: none">○ Slots○ Ports○ Sockets
6	WINDOW OPERATING SYSTEM <ul style="list-style-type: none">• Window 2000• Desktop• Creating folders• Copy• Cut, deletion of folders
7	WORD PROCESSORS <ul style="list-style-type: none">• Ms Word• File menu

	<ul style="list-style-type: none"> • Edit menu
8	<ul style="list-style-type: none"> • Format menu • Tools menu • Tables menu • Window menu
Two Assignments + Two Test Mid Term Exam	
9	SPREAD SHEETS <ul style="list-style-type: none"> • Ms Excel • File menu • Edit menu • Format menu • Tools menu
10	SPREAD SHEETS <ul style="list-style-type: none"> • Working with formulas • Ms Excel arithmetic formulas • Workbook • Worksheets
11&12	PRESENTATION SOFTWARE <ul style="list-style-type: none"> • Ms PowerPoint • Slides • Slide show • Animations • Graphics
13&14	WEB PAGE DEVELOPMENT PACKAGAES <ul style="list-style-type: none"> • Ms FrontPage • Web page • Tags • Borders • Tables • Forms • Frames
15	INTERNET <ul style="list-style-type: none"> • www • Network • Intranet • Internet • Application of Internet • Emails <ul style="list-style-type: none"> ○ Creation of email account ○ Sending and receiving of mails
16	INSTALATIONS <ul style="list-style-type: none"> • Window 2000 installation • Office XP installation • Installation of drivers etc
Two Assignments + Two Test+ Presentation Final Term	

Learning Outcomes:

- Feminization with software applications & Understand file management
- Accomplish creating basic documents, worksheets, presentations and databases
- Experience working with email and recognize email & how to Explore the Web
- Operating systems and programming environments & identify computer risks and safety.
- Knowledge of computer equipment, including both hardware and software.