

Subject : **Introduction to Computer**
Course Code : **CS300**
Semester : **2nd**
Credit hours : **3**
Course duration : **16-18**
Teaching hours : **48-54**

WEEK 1:

- Introduction to computer
- History of computer
- Generations of computer
- Types of computer

WEEK 2:

- Types of digital computer
- Micro
- Mini
- Mainframe
- Technical workstation
- Components of computer
- Software components and Hardware components

WEEK 3:

- Input Output unit
- Input devices
- Mode of inputs
- Output devices
- Types of output devices
 - Hard copy output devices
 - Soft copy out put devices

WEEK 4:

- Memory unit
- Types of memory
- RAM
- ROM
- Cache RAM
- Flash Memory
- Storage
- Magnetic storage
- Optical storage
- Magnetic storage devices
- Optical storage devices

WEEK 5: CPU

- CU
- ALU
- Mother Boards
 - Slots
 - Ports

WEEK 6:

WINDOW OPERATING SYSTEM

- Window 2000
- Desktop
- Creating folders
- Copy
- Cut, deletion of folders

WEEK 7 &8:

WORD PROCESSORS

- Ms Word
- File menu
- Edit menu

WEEK 9:

- Format menu
- Tools menu
- Tables menu
- Window menu

WEEK 10

SPREAD SHEETS

- Ms Excel
- File menu
- Edit menu
- Format menu
- Tools menu

WEEK 11:

SPREAD SHEETS

- Working with formulas
- Ms Excel arithmetic formulas
- Workbook
- Worksheets

WEEK 12,13

PRESENTATION SOFTWARE

- Ms PowerPoint
- Slides
- Slide show
- Animations
- Graphics

WEEK 14 &15

INTERNET

- www
- Network
- Intranet
- Internet
- Application of Internet
- Emails
 - Creation of email account
 - Sending and receiving of mails

WEEK 16:

INSTALATIONS

- Window 2000 installation
- Office XP installation

- Installation of drivers etc

Text book

- 1. Introduction to computer
by Peter Norton**
- 2. Fundamentals of computer
by Aasia Sultan Ali**