Short Course

Title: *Introduction to Computer Applications and Concepts*

By: Arshad Raza
**Course Description**

Covers computer concepts and Internet skills and uses a software suite, which includes word processing, spreadsheet, database, and presentation software to demonstrate skills.

**Course Prerequisites**

Students must be able to read and write at the school/college level.

**Course Objectives**

Upon completion of this course, students will be able to:

- Identify and discuss the four main functions of computer hardware: input, processing, output, and storage.
- Identify and describe major hardware components.
- Identify, describe and use communications and networking terminology and technology to include Internet operations and its uses.
- Describe the major operating system functions and demonstrate usage of operating system services to include: disk management, file management, and memory management.
- Identify and discuss computer ethics and security issues.
- Demonstrate searching, validation, and evaluation of information found online and in library databases.
- Identify, discuss and use important categories of application software: word processing, spreadsheet, database management, and presentation graphics.
- Identify and discuss software development processes and programming languages.
- Create a Web site with html tags and post to a Web server.

**Course Content**

- Computer Hardware
- Communication Technology
- Operating Systems
- Ethics and Security
- Information Literacy
- Productivity Tools
- Word Processing
- Spreadsheets
- Databases
- Presentation Graphics
- Web Authoring and Publishing
- Software Development
**Duration of course / training**

No. of sessions: 12

Duration of each session: 2 hrs

Total No. of course hours: 12 x 2 = 24 hrs.

**No. of classes / week**

No. of Session per week: 2 sessions

**Suggested course / training fee**

Each student: PKR 3,000/-

For group of 5 students: 10% Discount