



COLLEGE OF COMPUTER SCIENCE & INFORMATION
TECHNOLOGY

DEPARTMENT OF COMPUTER SCIENCE

COURSE ROAD MAP

CSC-101 – Introduction to Computer

Week	Coverage (in week)	Lecture Hrs	Topics & Chapters
(Induction Week)			
Operating system & File management – Windows (Chapter 2)			
1	Week 2	2	Lesson 1&Lesson 2 – Working with desktop and understanding different icons etc. Different component of application Framework, organizing window, files and folders etc.
2	Week 3	2	Lesson 3 – organize icons, manipulating files and folders, learn printing, installing and uninstalling programs etc.
Word Processing Program - Microsoft Office (Chapter 3)			
3	Week 4	2	Lesson 1 & Lesson 2 – Introduction, working with documents, templates and help system. Working with text, paragraph, special symbol, selecting different component of documents etc.
4	Week 5	2	Lesson3&Lesson4&Lesson5 –Find, replace command, formatting text, formatting paragraph, using styles etc. Bullet, numbering, page number, header footer, cover page, working with table etc.
5	Week 6	2	Lesson 6&Lesson 7 – Working with pictures, Shapes, Clipart, word art, charts.
6	Week 7	2	Lesson 8&Lesson 9 –Spelling & grammar check, Printing document, mail merge, Practical Applications

Electronic Spread Sheet–Program Microsoft Excel (Chapter 4)			
9	Week 8	2	Lesson 1&Lesson 2&Lesson 3 – introduction and working with spread sheet, Insert data, using cells, sorting data etc.
10	Week 9	2	Lesson 4&Lesson 5&Lesson 6 – Mathematical & logical formulas, formatting cells, sheet setup, importing object, working with chart & graph etc.
Slide Show Program - Microsoft PowerPoint (Chapter 6)			
11	Week 10	2	Lesson 1&Lesson 2- Introduction, working with slide, editing slide, formatting text, some text formatting shortcuts etc.
12	Week 11	2	Lesson 2 & Lesson 3 – Modifying text boxes, modifying object style, inserting audio clip, video, animation etc.
13	Week 12		Revision

Text Book: Windows 7, Computer Skills, ICDL5