



Computer Skills Coursebook First-year 2020-2021

College/ Institute	Paitaxt Technical Institute/ Private
Department	Pharmacy
Module Name	Computer Skills
Module Code	
Semester	(2)
Weekly hours	2 Practical hours
Teacher's academic profile	Lecturer Assist.
Lecturer	Ali Mumtaz
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Keywords	Windows, Microsoft office

Course Book

Course overview:	This course aims to introduce the students to computer skills. The importance of studying this subject is to get information's about what is Computer Skills and the implementation, the benefits of using of Microsoft office. Also Understanding of the fundamental concept windows 10.
Course objectives:	The objectives behind giving this course can be listed as below: <ul style="list-style-type: none">• Learning windows 10 skills• Learning word office skills• Learning PowerPoint skills• Learning Excel skills
Student's obligation:	In this course, attendance is one of the mandatory tasks for students, since the key idea behind each topic the subject would be given during the lab. Also, assignments play an important role in keeping track of comprehending all the skills and problem-solving methods of topics. Exams are the true criteria for measuring the understanding of the student.
Assessment scheme:	The 100 marks will be divided into: 30% Midterm theory 10% Activity 10% Quiz 50% Final Exam
Specific learning outcome:	By the end of the course, students should be able to: <ol style="list-style-type: none">1- understand the computer and windows2- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.3- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.4- Create a word document and navigate your way around the basic applications5- Create an excel workbook and navigate your way around the basic applications6- Create a professional email signature and learn how to edit and update it with important and timely company information.

<p>Course References:</p>	<ul style="list-style-type: none"> • Microsoft office 2013 • Computer skills 2011 	
Course topics (Theory)	Week	Learning Outcome
Introduction: Computer	1	
Computer Parts	2	
Windows 7	3	
Windows 7	4	
Windows 7	5	
PowerPoint	6	
PowerPoint	7	
PowerPoint	8	
Midterm Exam	9	
Word Office	10	
Word Office	11	
Word Office	12	
Excel	13	
Excel	14	
Final exam	15	

Extra notes:
I don't have any notes about all topics

Lecturer

Ali Mumtaz