**University of Balochistan, Quetta**

***Department of Commerce***

Subject: ***Computer Orientation & Application***

Syllabus for ***“Master and BS***

This Subject covers the introduction, concept of computer hardware, software, Operating System, Basic Networking and Application packages of Microsoft Office. The main objective of this course is to teach computing concepts to students and end users, to emphasize that why computers are such an integral part of organization today. Our approach is to strike a proper balance between the **WHY** and **HOW** of computer user.

In order to introduce students to hands on computer use, some practical assignment are also included in course.

* **Introduction:**
  + Definition of Computer
  + Types of Computer
  + Generation of Computer
  + Computer Hardware
    - Hardware components and peripherals
  + Computer Software
    - Application software
    - System Software
* **Microsoft Windows 8.1**
  + Introduction and concept of Operating System
  + Working in Operating System
  + Functions
  + Accessories
  + Introduction of Control Panel
  + Features of New windows Style (Windows 8)
* **Microsoft Word 2013**
  + Getting to know Word
  + Creating and opening documents
  + Saving and Sharing documents
  + Formatting Text / Page Layout / Printing Documents
  + Indent & Tabs / Line & Paragraph Spacing / List / Hyperlinks / Breaks / Columns / Header Footer & Page Number
  + Pictures & Text Wrapping / Format Picture / Shapes / Text Boxes & Word Art / Tables / Chart
  + Checking spelling & Grammars / Track Changes & Comments / Protecting Documents
  + Smart Art Graphics / Style / Theme
  + Customizing the Ribbon / Enable Touch Mode / Editing PDF Files.
* **Microsoft Excel 2013**
  + Getting Started with Excel
  + Creating & Opening workbook
  + Saving and Sharing Workbook
  + Cell Basics / Modifying Columns, Row & Cells / Formatting Cells / Worksheet Basics / Page Layout / Printing Workbook
  + Simple Formulas / Accounting Formulas / Some Complex Formulas / Functions
  + Freezing Panes & View Options / Sorting Data / Filtering / Group & Subtotal / Table / Charts
  + Track Changes / Protecting Documents / Conditional Formatting / Pivot Table & Chart
* **Microsoft PowerPoint 2013**
  + Getting to know power point
  + Creating and opening presentations
  + Saving & Sharing / Slides Basics / Text Basics / Applying Theme / Applying Transition / Managing Slides / Printing / Presenting your slide show
  + List / Indent & line spacing / Insert picture / Formatting Picture / shapes & WordArt / Arranging Objects / Animation Text & Objects.
  + Inserting Video & Audio / Tables / Charts / SmartArt Graphics
  + Checking Spelling and Grammar / Reviewing Presentation / Protecting Presentation / Modifying Theme / Slide Master View / Hyperlink and Action Button / Advance Presentation Option
* **Microsoft Access 2013**
  + Introduction of Databases / Introduction to objects / Getting started with Access / Managing databases & Objects
  + Working with tables / Working with forms / sorting and filtering record
  + Designing a Simple Query / Designing a multi table Query / More Query Design Option / Creating Reports / Advance Report Options
  + Modifying Table / Creating Forms / Formatting Forms / Designing your own database.
  + Creating Calculated Field and Total Rows / Creating a parameter Query / Creating a find duplicate query
* **Networking Basics & Internet**
  + Introduction of Network / Network Technologies “Wire & Wireless”
  + Twisted Pair Cable / Combination & Detail
  + Network Types
  + Network Topologies
  + Network Devices Introduction
    - Hub / Switch / Bridge / Router / Repeater / Firewall
  + What is IPv4 / IPv4 class’s / Subnet Mask
  + OSI 7 Layer Reference Model Basics
  + What is Protocol / Define Some Protocols “HTTP, HTTPS, FTP, DNS”
  + Connecting to Computer Devices / Workgroup / Sharing the Data / Sharing the Printer / Sending and Receiving File via workgroup
  + Introduction of Internet / www / What is http & https / What is Browser / Searching the Topics / Educational Purposes of Social Networks like Facebook, Skype, whatsup / Downloading the files or software’s etc

**Books:**

Printed Material & Handouts (Soft Copy or Hard Copy)

**Important Note:**

Lab Work / Practical carries 30 Marks