

This course is designed to give students an introduction to computer systems. It aims to polish their skills with office based applications and give them strong foundations to begin their studies in Law. It also brings them up to date with modern technologies used professionally worldwide and helps them anticipate what technologies might arrive by the time they graduate from college.

Learning Outcomes

By the end of this course, a student should be able to:

- Understand how computers and internet work
- Do word processing in English and Urdu
- Create presentations and blogs using different applications
- Use spreadsheets to handle large data-sets

Contents:

- History of computers
- Fundamentals of IT – Types of computers, softwares and hardwares, computer processes, operating systems
- Future of technology – Virtual reality, mobile technology, internet of things
- Internet and web applications – social media, search engines, email clients, cloud computing, messengers, blogging websites
- Word Processing – MS Word and Urdu InPage
- Presentations – MS Powerpoint, web applications
- Spreadsheets – MS Excel
- Internet security – viruses, identity theft, password security, managing online persona
- Research toolkits on Web

References:

- a. Callahan, Christopher. (2002) A Journalist's Guide to the Internet: The Net as a Reporting Tool. (2nd Edition), Allyn & Bacon
- b. Michael, S. Toot (2003) Master Visually Office.
- c. Dancyger, K. (1997). *The technique of film and video editing*. Boston: Focal Press.

- d. Jackson, W. *Digital audio editing fundamentals*.
- e. *Photo editing made easy*. (2012). London.
- f. Ulrich, Laurie (2003). *How to do everything with Microsoft Office*.