

Introduction:

Computer science skills are very important to university students. Introducing basic principles, terms and concepts of computational tools related to the use and functionality of computer systems is very important for university students. This short course is designed to meet these challenges faced by the students. The students are provided with hands-on experience of various tools and applications that help enhance their understanding and use of computer systems.

Course Catalog Description:

Introduction to Microsoft Office. Word processing. Numerical data analysis using spreadsheets. Preparing presentations. Use the learned skills to develop professional documents.

Pre-requisites: None

Course Objectives:

1. To explain to the students the basic features and functions of Microsoft Word, Excel, and PowerPoint.
2. Provide experience in creating and editing documents, spreadsheets, and presentations using the MS Office suite of tools,
3. To guide students to use their skills for a variety of real-world situations, both personal and professional.

Course Learning Outcomes:

Upon successful completion of this course, the student should be able to:

1. Identify basic features and recognize the key concepts of Microsoft Office.
2. Use MS Word for professional document development.
3. Perform quantitative and textual data processing and analysis using Microsoft Excel.
4. Acquire skills for making slide-based presentations.

Required Material:

- Course material will be provided on blackboard in the form of Manual and Lecture Slides.
- Lectures / Labs for the course will be conducted face to face on campus. For backup, Blackboard Collaborate Ultra or MS Teams will be used.
- MS Office must be installed in the LAB and in students' personal devices for practice.

Assessment Plan

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No.	Assessment Task	Weekly Due	Assessment Score
1	Attendance	Weekly	5%
2	Classwork / Participation	Weekly	35%
3	Project 01 Report	03	30%
4	Project 02 Report	08	30%

Teaching Plan/Course Outline:

Week	Lab Topic
1	Introduction to MS Office and Word Processing: Microsoft-Word • Introduction to MS Office and MS Word • Page setup and basic text formatting, Indentations and spacings • Custom list tabs, working with headers/footers • Paragraph styles • Practice Exercises
2	Word Processing: Microsoft-Word • Working with Paragraph styles • Generating List/Numbering styles • Table of Content creation • Practice Exercises
3	Word Processing: Microsoft-Word • Working with Paragraph styles • Generating List/Numbering styles • Table of Content creation • Practice Exercises Short Project: Writing your Resume or Research/Project Report in MS Word
4	Presentation: Microsoft-PowerPoint • Basics of themes and slide preparation • Creating various content-based slides • Transitions and animations • Customizing themes using slide master • Practice exercise
5	Data processing and analysis using Microsoft Excel • Basic understanding of Excel worksheets • Writing formulas and functions • Practice exercise
6	Data processing and analysis using Microsoft Excel • Inserting and editing charts in Excel • Advance Excel functions (VLOOKUP, IFS) • Practice exercise
7	Data processing and analysis using Microsoft Excel • Advance Excel functions (COUNTIFS, SUMIFSs) • Practice exercise
8	Numeric Application using Spreadsheet: Microsoft Excel • Advance Excel functions (FIND, LEFT, RIGHT, TRIM) Short Project: Prepare presentation in MS PowerPoint / Data analysis project in Excel