

TAK3237 Introduction to Computer Applications

Level	Level 3
Course Code	TAK3237
Course Title	Introduction to Computer Applications
Credit value	2
Core/Optional	Core (Textile Manufacture, Apparel Production and Management, Fashion Design and Product Development)
Course Aim/s	Aim of this course is to provide the basic knowledge in Information Communications Technology and to improve the communication skills of the student.
Course Learning Outcomes (CLO):	<p>At the completion of course, student should be able to,</p> <p>CLO 1: identify basic hardware components and peripherals of a computer system. [PLO1, PLO2, PLO11]</p> <p>CLO 2: explain different types of software products. [PLO1, PLO2, PLO11]</p> <p>CLO 3: explore the features and functionalities of a commonly used operating system. [PLO1, PLO2, PLO3, PLO11]</p> <p>CLO 4: use commercial and open source software products/packages for the purpose of communication and information handling. [PLO1, PLO2, PLO3, PLO6, PLO9, PLO11]</p> <p>CLO 5: use internet, to achieve intended tasks. [PLO1, PLO2, PLO3, PLO6, PLO9, PLO11]</p> <p>CLO 6: explain security and identity threats of using information communication systems and the ways to mitigate them. [PLO1, PLO2, PLO3, PLO11]</p>
Content (Main topics, sub topics)	<p>Unit I: Computers and their applications</p> <p style="padding-left: 40px;">Session 1(S1): Evolution of computers</p> <p style="padding-left: 40px;">Session 2(S2): Computer Hardware</p> <p style="padding-left: 40px;">Session 3(S3): Computer Software</p> <p>UNIT 2 – Operating systems</p> <p style="padding-left: 40px;">Session 1(S4): Operating systems and their features</p> <p style="padding-left: 40px;">Session 2(S5): File and Storage Management using Windows</p> <p style="padding-left: 40px;">Session 3(S6): Command Line Operations</p> <p>UNIT 3 – Software applications for the industry</p> <p style="padding-left: 40px;">Session 1(S7): MS Word</p> <p style="padding-left: 40px;">Session 2(S8): MS Excel</p> <p style="padding-left: 40px;">Session 3(S9): MS Powerpoint</p> <p style="padding-left: 40px;">Session 4(S10): Open source and utility applications</p> <p>UNIT 4 – Internet and Email</p> <p style="padding-left: 40px;">Session 1(S11): Internet and information security</p> <p style="padding-left: 40px;">Session 2(S12): Email</p> <p style="padding-left: 40px;">Session 3(S13): Google apps and services</p> <p>Laboratory Work:</p>

	<p><i>Lab Class 1</i> – Familiarization to Operating system practice</p>
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	<p><i>Lab Class 2</i> – Familiarization to Ms Word</p>
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	<p><i>Lab Class 3</i> – Familiarization to Ms Excel</p>
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	<p><i>Lab Class 4</i> – Familiarization to Ms Power point</p>
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	<p><i>Lab Class 5</i> – Familiarization with Open source and Utility Applications</p>
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	<p><i>Lab Class 6</i> – Practice on Email and Google Applications</p>
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