

| Course Title | ICT Theory and Practical |          |   | Course Code | BST 12113 |                           |    |
|--------------|--------------------------|----------|---|-------------|-----------|---------------------------|----|
| Year         | 1                        | Semester | 2 | Credits     | 03        | Theory (hr)               | 15 |
|              |                          |          |   |             |           | Practical (hr)            | 60 |
|              |                          |          |   |             |           | Independent Learning (hr) |    |

**Aim of the Course:**

To provide basic understanding about computer systems, networking and tools used in Information Communication Technology

**Intended Learning Outcomes:**

*After completion of this course, the learner should be able to:*

- Describe the key terms used in personal computing.
- Define the basic concepts of information and communication technology.
- Use the desktop operating systems systematically.
- Prepare a document, presentation, and spreadsheet using relevant software.
- Communicate through internet using common and collaboration tools.

**Course Capsule:**

| Theory   |
|--|
| Basic Concepts of ICT; Computer systems, networks and software, Internet, email, ecommerce Communication and Social network; e-Learning concepts |

| Practical   |
|---|
| Familiar with computers: keyboard mouse and boot up process; Familiar with operation systems and common functionalities; Identification of computer hardware; Working with word processing software MS word; Working with spreadsheets; Working with presentation software; MS PowerPoint; Working with internet and its services ; Make use of e-learning facilities; Effective use of social networks; Working with collaboration tools; Adaptation of New technologies |

**Assessment:**

Continuous assessment: 50%  
 End semester assessment: 50%