

BQ-006



COMPUTER & INFORMATION TECHNOLOGY

2nd EDITION



STRONG IT FOUNDATION FOR SMARTER CAREERS

Duration: 3 Months

● on-campus classes

www.banoqabil.org

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Course Title: Computer and Information Technology	
Course Code:	BQ-006
Duration:	12 Weeks
Class Structure	
Total Hours:	48 Hours
Total Sessions:	24 Sessions (Two sessions per week or as per convenience)
Session Duration:	2 Hours

1. Course Overview

This 3-month beginner to intermediate-level Computer & IT Fundamentals course is designed to equip learners with essential digital skills, enabling them to confidently navigate modern computing environments, use productivity software, and develop freelancing-ready abilities. The course progresses from basic computer literacy to advanced applications of Microsoft Word, Excel, and PowerPoint, while also covering internet usage, online safety, and an introduction to freelancing and portfolio building.

The program is especially curated for students with limited access to prior technical education, making it ideal for underprivileged learners aiming to secure entry-level roles or start freelancing in the digital world.

2. Course Objectives

By the end of this course, students will be able to:

- Understand core computer concepts, operating systems, and basic networking and database principles.
- Gain proficiency in Microsoft Office and digital design tools like Canva and Photoshop.
- Navigate the internet, email, and online platforms safely and effectively.
- Build digital portfolios, resumes, and foundational skills for entry-level tech roles and freelancing.

3. Learning Outcomes

Upon successful completion of this course, learners will be able to:

- Identify and manage computer hardware, software, and Windows OS operations.
- Master MS Word, Excel, and PowerPoint for advanced document, data, and presentation tasks.
- Apply networking, cybersecurity, and digital design skills using tools like Canva and Photoshop.
- Build freelancing profiles, digital portfolios, and demonstrate professional communication, teamwork, and ethics.

4. Course Breakdown:

- | | |
|----------------------------|------------|
| 4.1. Theory Work | 20% |
| 4.2. Practical Work | 80% |

5. Assessment Criteria

- | | |
|---|------------|
| 5.1. Attendance & Participation: | 15% |
| 5.2. Quiz: | 20% |
| 5.3. Assignments & Projects: | 25% |
| 5.4. Final Portfolio + Presentation: | 40% |

6. Course Outline - Weekly Breakdown

A. Session Focus:

- a.** Mission, Vision & Values Alkhidmat Foundation Pakistan & Bano Qabil Pakistan
- b.** Course Structure, Rules, Regulations
- c.** Success Stories & Project Impact
- d.** Expectations from Students

Week-1: Computer Basics

A. Session-1: Introduction

- i. Introduction to Computers
- ii. What is IT
- iii. Types of Computers
- iv. Uses of Computers in daily life
- v. Overview of Operating Systems

B. Session-2: Hardware

- i. Hardware Components
- ii. CPU, Monitor, Keyboard, Mouse
- iii. RAM, Storage Devices
- iv. Input and Output Devices
- C. **Assignment:** Write a paragraph on types of computers
- D. **Quiz:** Basic computer components
- E. **Tools Used:** Real components, system info tools
- F. **Trainer Resource Links**
Computer Basics How Computers Work

Week-2: System & File Management

A. Session-3: Hardware vs Software

- i. System Software vs Application Software
- ii. Examples of Software

B. Session-4: Operating System

- i. Operating System Basics
- ii. Desktop Interface
- iii. File Explorer, Folders
- iv. Shortcut and File Types

C. Assignment: Create folder structure and save sample files

D. Quiz: File types & OS

E. Tools Used: Windows OS

F. Trainer Resource Links:

- i. [Windows Basics](#)
- ii. [File Management](#)

Week-3: Microsoft Word Basics

A. Session-5: Word 1

- i. MS Word part 1
- ii. Interface overview
- iii. Typing and Editing
- iv. Saving Documents
- v. Basic Formatting

B. Session-6: Word 2

- i. MS Word part 2
- ii. Page Layout, Headers, Footers
- iii. Bullets & Numbering
- iv. Tables in Word
- C. **Assignment:** Create a CV in MS Word
- D. **Quiz:** Word functions and shortcut
- E. **Tools Used:** Microsoft Word
- F. **Trainer Resource Link**
[Word Tutorial](#) [CV Design in Word](#)

Week-4: Microsoft Word Advanced

A. Session-7: Word Advanced

- i. MS Word Advanced
- ii. Styles & Themes
- iii. Mail Merge
- iv. Page breaks & section break

B. Session-8: Final Touch

- i. Final Shape in Word
- ii. SmartArt & Chart
- iii. Review & Print Option
- C. **Assignment:** Mail merge to create customized letters
- D. **Quiz:** Mail merge & SmartArt
- E. **Tools Used:** Microsoft Word
- F. **Trainer Resource Links**
[Advanced Word](#)

Week-5: Microsoft Excel / Soft Skills Session:**A. Session-9: Microsoft Excel**

- i. Excel part 1
- ii. Interface, Rows, Columns
- iii. Formatting Cells
- iv. Basic Formulas (SUM, AVERAGE)

B. Session-10: Excel Worksheet

- i. Working with Worksheets (Add, Rename, Delete)
- ii. Copying, Moving and inserting Data

C. Assignment: Create a marks sheet in Excel

D. Quiz: Excel interface and formulas

E. Tools Used: Microsoft Excel

F. Trainer Resource Links

[Excel Beginner Guide](#)

Week-6: Excel Formula & Features / Soft Skills Session:**A. Session-11: Basic Formulas**

- i. Advanced Formulas & Features
- ii. Conditional Formatting
- iii. Data Sorting & Filtering
- iv. Charts (Column, Pie, Line)

B. Session-12: Advance Formulas

- i. =IF () – Conditional Logic
- ii. =VLOOKUP () – Search & Retrieve Data
- iii. = COUNTIF () – Conditional Counting
- iv. = LEN (), =TRIM (), =CONCATENATE ()
- v. Data Validation (Drop-downs)
- vi. Freezing Panes, Hiding Columns

C. Assignment: Create a product price list with VLOOKUP. Apply data validation and conditional formatting

D. Quiz: VLOOKUP, IF, COUNTIF usage

E. Tools Used: Microsoft Excel

F. Trainer Resource Links

[VLOOKUP Explained](#) [Excel IF Function](#) [COUNTIF Function](#) [Excel Advanced Tips](#)

Week-7: MS Power Point / Soft Skills Session:**A. Session-13: PowerPoint**

- B. Slide Types, Layouts
- C. Adding Text, Images, Shapes

D. Session-14: Themes

- I. Applying Themes and Design Templates
- II. Adding Transitions and Animations
- III. Running a Slide Show and Presentation Tips

C. Assignment: 3-slide self-intro presentation

D. Quiz: PowerPoint tools

E. Tools Used: PowerPoint, Canva

F. Trainer Resource Links

[PowerPoint for Beginners](#)

Week-8: PowerPoint Advanced / Soft Skills Session:**A. Session-15: Animations**

- i. Master Slides
- ii. Transitions, Animations
- iii. Export as PDF/Video

B. Session-16: Charts and Tables

- i. Inserting Charts, Tables and SmartArt
- ii. Using Audio and Video in Presentations
- iii. Collaborative Editing and Sharing Presentations
- iv. Tools for Collaborations

C. Assignment: Design a 5-slide portfolio

D. Quiz: Transitions & master slides

E. Tools Used: PowerPoint, Google Slides

F. Trainer Links: [Advanced PowerPoint](#)

Note: 01-hour Soft Skills Session will be conducted weekly from **Week 05 to Week 12.**

Week-9: Internet & Online Safety / Soft Skills Session: A. Session-17: Email I. Internet & Email II. Web Browsers, URLs, Email setup III. Sending Attachments, CC/BCC B. Session-18: Professional Communication I. Email Etiquette and Professional Communication II. Organizing Inbox (Folders, Labels, Filters) III. Identifying and avoiding Apam/Phishing Emails C. Assignment: Send a professional email with an attachment D. Quiz: Email and browsing basics E. Tools Used: Gmail, Chrome F. Trainer Resource Links Email Writing	Week-10: Online Tools / Soft Skills Session: A. Session-19: Cloud Storage i. Online Tools & Cloud Storage ii. Google Drive, Docs, Sheets iii. File Sharing & Collaboration B. Session-20: Google Forms i. Google Slides and Forms ii. Real-time Editing and comments iii. Managing File permission and versions C. Assignment: Share a folder with docs in Google Drive D. Quiz: Google tools usage E. Tools Used: Google Drive, Google Docs F. Trainer Resource Links Google Drive Tutorial
Week-11: Digital Career Skills / Soft Skills Session: A. Session-21: Freelancing i. Freelancing Platform Overview ii. Fiverr, Upwork profiles iii. Creating Gigs B. Session-22: Proposals Writing i. Writing Effective Proposals ii. Pricing Strategies and Packages iii. Communication with client professionally C. Assignment: Create Fiverr mock profile and design a resume D. Quiz: Freelancing & Resume E. Tools Used: Fiverr, Canva F. Trainer Resource Links Create Fiverr Gig	Week-12: Final Project & Guest Session: A. Session-23: Project Review i. Final project review ii. Project Brief iii. Work Session B. Session-24: Presentation i. Presentations + Guest Speaker ii. Presentation of projects iii. Feedback by Guest C. Assignment: Submit final project + give 3-minute presentation D. Quiz: Final Recap quizzes

Note: 01-hour Soft Skills Session will be conducted weekly from **Week 05 to Week 12.**

7. Guest Speaker Sessions

- a. Minimum 2 guest speakers required during course:
- b. Experienced freelancer/digital professional