COMPULSORY ENGLISH AND ITC

Course code: ELTU E 1014
Title: English for Communication
Type: Compulsory

Learning outcomes:

On completion of this course, students will be able to:

- Demonstrate the ability to initiate conversations greeting, introduction, small talk, farewell
- Describe people, place and emotions
- Demonstrate the ability to give and ask directions and options
- Could telephone conversation in English initiate calls, answer calls, ask/give information on the phone
- Use markers of politeness appropriately
- Conduct effective presentations
- Write summaries of written and spoken material
- Discuss subject-related material in English
- Discuss contemporary social issues

Course content:

- Dialogues, short speeches, small talk, telephone conversations
- Introduction to academic writing
- Presentation skills
- How to use the dictionary
- Reading material from student's areas of study
- Authentic reading material based on real life scenarios

Scheme as assessment/evaluation:

End-of-course exam

Method of teaching/learning:

Interactive classroom sessions, guest lectures, workshops
**Recommended reading:**


COMP E1014- Computer Literacy

Introduction

This ICT course module is aimed at assessing whether a person has the basic information and Communication Technology (ICT) knowledge and skills required in a typical working environment.

Learning Outcomes

After successfully completing this course, students will be able to:

- Describe the basic terminology used in personal computing
- Define the basic concepts of Information and Communication Technology (ICT)
- Carry out basic operations in the desktop environment of Windows
- Prepare a document using a word processing package
- Prepare a data sheet using a spreadsheet package
- Prepare a database to store, retrieve and manage data and information using a database management system
- Design a presentation using a presentation package
- Search for information using a browser on the Internet
- Communicate through Internet using common tools

Assessment criteria

Assessment comprises of one hour (01) MCQ examination and two hour (02) essay question paper at the end of semester.
Outline of the course module

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1. Fundamentals of Information and Communication Technology (ICT)

Instructional Objectives:

- Describe what is ICT
- List the factors affecting the performance of a computer
- Describe input, output and storage devices
- Compare and contrast Systems Software and Application Software
- Explain what a computer system is as well as its parts
- Describe a computer network
- Describe the terms Internet, Internet and Extranet
- Describe the usage of ICT in different sectors
- Explain health problems due to usage of computers
1.1 Basic Concepts
   1.1.1. Introduction to ICT
   1.1.2. Different types of computers (PC, Workstation, Laptop, PDA)
   1.1.3. Main parts of a computer systems
   1.1.4. Components inside the casing / system unit
   1.1.5. Factors affection the performance of a computer

1.2. Hardware
   1.2.1. Input devices
   1.2.2. Output devices
   1.2.3. Storage devices
   1.2.4. Processing devices

1.3. Software
   1.3.1. System software
   1.3.2. Introduction to PC operating systems
   1.3.3. Application software

1.4. Computer Networks
   1.4.1. Local Area Network (LAN)
   1.4.2. Wide Area Network (WAN)
   1.4.3. Metropolitan Area Network (MAN)
   1.4.4. Internet
   1.4.5. Internet and Extranet

1.5. Usage of ICT
   1.5.1. Computers at work
   1.5.2. ICT usage in different sectors (e-commerce, e-banking, e-medicine)

1.6. Health, safety and environment
   1.6.1. Computer based good working environment
   1.6.2. Computer related health problems
   1.6.3. Protecting environment

1.7. Information security
   1.7.1. Computer threats - Software (Viruses, Worms, Hackers)
   1.7.2. Threats to hardware
   1.7.3. Privacy issues
1.8. Legal regulations
   1.8.1. Copyright and related laws
   1.8.2. Data protections laws in Sri Lanka

2. Working with the computer (Windows)

   Instructional Objectives:

   - Describe how to work with the desktop in Windows
   - Describe the terms: Keyboards, Mouse and Volume
   - Describe desktop components
   - List the basic task of an operating system
   - Explain how to set the regional settings
   - Introduce different storing methods
   - Explain basic functions of managing data
   - Introduce file and folder handling techniques

2.1 Working with the desktop Windows

2.2 Setting the environment of a computer
   2.2.1. Display
   2.2.2. Desktop component (Graphical User Interfaces)
   2.2.3. Keyboard
   2.2.4. Mouse
   2.2.5. Volume
   2.2.6. Language, date, time and region
   2.2.7. Desktop windows

2.3. Storing and managing data
   2.3.1. Drives
   2.3.2. Folders and Files
   2.3.3. Basic functions (Create, Copy, Move, Paste)

2.4 Files and Folder handling techniques
   2.4.1. Text editors
   2.4.2. Restoring
   2.4.3. Searching
   2.4.4. Compressing and uncompressing
3. Word processing

Instructional Objectives:

- List different word processing applications
- List the main features of commonly used word processing applications
- Format document for accepted professional documents
- Apply Mail- Marge Wizard to create personalized documents
- Apply security settings

3.1. Introduction

3.1.1. What is word processing?

3.1.2. List different word processing applications

3.2. Getting started with word processing packages

3.2.1. How to start a word processing package
3.2.2. The word processing package interface
3.2.3. Using help

3.3. Creating your first document

3.3.1. Starting a document
3.3.2. Saving a document
3.3.3. Closing documents
3.3.4. Opening documents
3.3.5. Working with multiple documents

3.4. Adjusting environment settings

3.4.1. Page Views
3.4.2. Zoom tools
3.4.3. Displaying/ hiding built-in toolbars
3.4.4. Viewing/ hiding non printing characters

3.5. Entering text and symbols

3.5.1. Insert/ overtype mode
3.5.2. Inserting symbols and special characters

3.6. Editing texts

3.6.1. Selection techniques
3.6.2. Cut/ Copy/ Paste
3.6.3. Finding and replacing

3.7. Formatting texts
   3.7.1. Applying different attributes
   3.7.2. Drop cap
   3.7.3. Change case

3.8. Formatting paragraphs
   3.8.1. Setting up paragraphs
   3.8.2. Bullet and Numbering
   3.8.3. Columns settings

3.9. Working with tables
   3.9.1. Inserting tables
   3.9.2. Modifying table structure
   3.9.3. Table properties
   3.9.4. Using formulas

3.10. Working with graphics and charts
   3.10.1. Drawing canvas
   3.10.2. Basic shapes
   3.10.3. Word art
   3.10.4. Diagram and organization charts
   3.10.5. Clip Art
   3.10.6. Inserting pictures

3.11. Setting up pages
   3.11.1. Adding page numbers
   3.11.2. Headers and footers
   3.11.3. Adding page breaks/ section break

3.12. Printing documents
   3.12.1. Printing preview
   3.12.2. Printing documents

3.13. Using mail merge

   3.14.1. What is a document template?
   3.14.2. Using a template
4. Spreadsheet Management

Instruction Objectives:

- List different spreadsheet management applications
- List the main features of commonly used spreadsheet management application packages
- Use different function in spreadsheet applications
- Analyze and interpret data using a suitable spreadsheet package

4.1. Introduction

4.1.1. What is spreadsheet management?
4.1.2. List different spreadsheet management applications

4.2. Getting started with spreadsheet package

4.2.1. How to start a spreadsheet package
4.2.2. Spreadsheet package interface
4.2.3. Spreadsheet package terminology
4.2.4. Moving the cell pointer
4.2.5. Entering data

4.3. Basic file operations

4.3.1. Saving a workbook
4.3.2. Opening/ closing workbook

4.4. Environment settings

4.4.1. Option settings
4.4.2. Display/ hide toolbars
4.4.3. Spliting and freezing panes

4.5. Working with cells

4.5.1. Selecting a cells
4.5.2. Entering different types of data into cells
4.5.3. Entering formulas/ functions into cells

4.6. Formatting cells and worksheets
4.6.1. Formatting cell/cells
4.6.2. Conditional Formatting
4.6.3. Adjusting row height/column width
4.6.4. Applying colors, patterns and borders
4.6.5. Inserting/deleting rows/columns

4.7. Working with functions
   4.7.1. Using different types of functions
   4.7.2. Using different cell references

4.8. Formatting/Modifying charts
   4.8.1. Creating charts
   4.8.2. Formatting/Modifying charts

4.9. Setting up pages
   4.9.1. Page setup
   4.9.2. Adding title rows/columns and header/footers

4.10. Printing worksheets and charts
   4.10.1. Setting/clearing the print area
   4.10.2. Previewing the worksheet
   4.10.3. Modifying the worksheet settings

5. Database management
   **Instructional Objectives:**

   - Introduce Database Management
   - List different database management applications
   - Design and create database
   - Differentiate objects in database management applications
   - Create tables, queries, forms and reports
   - Modify and use database objects

5.1. Introduction
   5.1.1. What is database management?
   5.1.2. List different database management applications
5.2. Getting started with database management system
   5.2.1. How to start a database management system
   5.2.2. Interface of a database management system
   5.2.3. Objects of a database management system

5.3. Planning and creating database
   5.3.1. Creating a database
   5.3.2. Opening /closing a database

5.4. Crating/modifying tables
   5.4.1. Using Table Wizard
   5.4.2. Using design view
   5.4.3. Modifying table structure(s)
   5.4.4. Creating relationships

5.5. Creating queries
   5.5.1. Using Query Wizard
   5.5.2. Using Design View
   5.5.3. Different types of queries

5.6. Designing Forms
   5.6.1. Using Form Wizard
   5.6.2. Using Design View
   5.6.3. Sub forms

5.7. Designing Repots
   5.7.1. Using Report Wizard
   5.7.2. Using Design View
   5.7.3. Modifying reports
6. Electronic Presentation

Instructional Objectives:

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<table>
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<td></td>
<td>Describe what a presentation is</td>
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<tr>
<td></td>
<td>List different presentation application packages</td>
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<tr>
<td></td>
<td>List main features of commonly used presentation application packages</td>
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<td></td>
<td>Design presentations using Auto Content Wizard</td>
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<td></td>
<td>Design presentations from scratch</td>
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<tr>
<td></td>
<td>Practice the different settings in presentations</td>
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6.1. Introduction

6.1.1. What is presentation?
6.1.2. List different presentation application packages

6.2. Getting started with presentation package

6.2.1. How to start a presentation package
6.2.2. Interface of a presentation package
6.2.3. Creating a new presentation
6.2.4. Viewing the presentation

6.3. Modifying presentations

6.3.1. Adding /deleting slides
6.3.2. Changing the order of slides
6.3.3. Hiding the slides
6.3.4. Working in slide sorter view

6.4 Formatting presentations

6.4.1. Formatting fonts and paragraphs
6.4.2. Working with bulleted and numbered lists
6.4.3. Formatting backgrounds
6.4.4. Working with design templates
6.4.5. Using the slide master
6.5. Working with drawings, graphics, and charts
   6.5.1. Adding/modifying drawing objects
   6.5.2. Inserting/ formatting images
   6.5.3. Creating/modifying graphs/charts

6.6. Delivering the presentations
   6.6.1. Slide transitions
   6.6.2. Animation Schemes
   6.6.3. Custom animations
   6.6.4. Rehearsing slide show
   6.6.5. Creating custom shows
   6.6.6. Packaging for CD
   6.6.7. Saving as a web page

6.7. Working with multimedia
   6.7.1. inserting sounds/ video clips
   6.7.2. Adding narrations

6.8. Printing
   6.8.1. Setting the printing options
   6.8.2. Preview

7. Internet and Communication Instructional Objectives:
   - Define what internet is
   - List facilities/ benefits of Internet
   - Describe the ways to connect to internet
   - Use a web browser to surf the internet
   - Use the search engines to find information on the internet
   - Create /use an e- mail account
   - Describe the security and risk involved in internet
   - Describe the concept of e- Commerce
   - Discuss the future of internet
7.1 Introduction

7.1.1 What is Internet
7.1.2 The history of Internet
7.1.3 Differences between Internet and World Wide Web
7.1.4 Introducing the Internet buzz words

7.2 Identifying facilities/benefits of Internet

7.3 Connecting to Internet

7.3.1 Describing the different web browsers
7.3.2 List the advantages and disadvantages of connecting methods

7.4 Web Browsers

7.4.1 Introducing different web browsers
7.4.2 Interfaces of web browsers
7.4.3 Setting up browser’s home page
7.4.4 Saving the contents from the Internet
7.4.5 Downloading different contents from the internet

7.5 Search Engines

7.5.1 Introducing different search engines
7.5.2 Finding information using search engines

7.6 E-mail

7.6.1 describe different e-mailing methods
7.6.2 List e-mail client software
7.6.3 Creating a free e-mail account
7.6.4 Sending / receiving e-mails
7.6.5 Sending/ receiving attachments

7.7 Security and risk in Internet

7.7.1 Security settings in web browsers/ e-mail client software
7.7.2 Taking the precautions when using the Internet

7.8 E-Commerce

7.8.1 What is e-Commerce
7.8.2 Common e-Commerce web sites
7.9. E-Learning

7.9.1. what is e-Learning
7.9.2. advantages of e-learning

7.10. Future of Internet

8. Managing a Computer Instructional Objectives:

- List the different post and their functions
- List the steps of Installing/ uninstalling and application
- Describe how to manage a printer
- Identify/ employ preventive maintenance procedures

8.1. Connecting peripheral devices to the computer

8.1.1. Posts available in a PC
8.1.2. Different methods of installing applications

8.2. Installing applications

8.2.1. Minimum requirement to install applications
8.2.2. Different methods of installing applications

8.3. Uninstalling applications

8.3.1. Reasons for uninstalling an application
8.3.2. The method of uninstalling an application
8.3.2.1. Using uninstall program
8.3.2.2. Using control panel

8.4. Using printer(s)

8.4.1. Installing printer(s)
8.4.2. Changing the default printer
8.4.3. Viewing, pausing and deleting print jobs

8.5. Preventive maintenance (PM)
8.5.1. Importance/ benefits of PM
8.5.2. PM procedures

8.6. Installing and using language pack

8.7. Improving keyboard skills (Typing speed, Shortcut Keys)