Course Title	**Introduction to Information and Communication Technologies Lab**
Course Code	**GE-161-L**
Credit Hours	1
Category	General Education
Prerequisite	None
Co-Requisite	None
Follow Up	None
Course Description	Hardware and Operating Systems: Interaction with CPU components and various hardware devices, familiarity with PC Troubleshooting, familiarity with network connectivity, Microsoft Windows and Virtual Box installations, Linux installation in Virtual Box, basic operations of Microsoft Windows, use of Command Line Interface in MS-DOS and Linux, installation of different application Software. Productivity Software: Document editing and formatting to prepare a broad range of documents including CVs, applications, letters, reports, and business documents using Microsoft Word. Use of Microsoft Excel tools and functions which are most useful to improve daily operational efficiency including data acquisition, formulas, data manipulation, data analysis and graphing, etc. Design of presentations using Microsoft PowerPoint. Graphics design using basic graphics designing tool. Searching and Managing Information: Search engines, information retrieval from search engines, search engines query types. Usage of Google products including drive, docs, sheets, slides, contacts, groups, calendar, meet, forms, maps, sites, Jamboard, etc. Extended Web Utilities: Introduction and usage of useful websites and web portals for education, creativity, recreation, news, etc. Database Management: Introduction to data and information, files and database, creation of tables, forms, queries, reports in Microsoft Access. Usage of various templates in Microsoft Access. Web Design: Design of multimedia website using HyperText Markup Language (HTML), Cascading Style Sheets (CSS), and JavaScript.
Text Book(s)	Joan Lambert, Curtis Frye, Microsoft Office 2019 Step by Step, First Edition. ISBN: 978-1-50-930597-1.
	Craig Zacker, Microsoft Official Academic Course, MICROSOFT WORD 2016, Wiley Publisher, 2016. ISBN: 978-1-11-927299-1
	Joyce J. Nielsen, Microsoft Official Academic Course, MICROSOFT EXCEL 2016, Wiley Publisher, 2016. ISBN: 978-1-11-927300-4
	Mary Lemons, Microsoft Official Academic Course, MICROSOFT POWERPOINT 2016, Wiley Publisher, 2016. ISBN: 978-1-11-927303-5.
	Mary Lemons, Microsoft Official Academic Course, MICROSOFT ACCESS 2016, Wiley Publisher, 2016. ISBN: 978-1-11-927443-8.
	Jennifer Niederst Robbins, Learning, Web Design A Beginner's Guide To HTML, CSS, JavaScript, and Web Graphics, 5th Edition, ISBN: 978-1-491-96020-2.
Reference Material	Jeremy Osborn, Jennifer Smith, Web Design with HTML and CSS Digital Classroom, 2011, ISBN: 978-0-470-58360-9.
	J. M. Gustafson - HTML5 Web Application Development by Example Beginner's Guide-Packt Publishing, 2013, ISBN 978-1-84969-594-7.