

## First year

Week No.	content	No. of Hours
1-	Introduction to Computer: Concepts of Hardware and Software with their components	1
2-	Introduction to Computer (Cont.): Concept of Computing, Data and Information; Applications of Information Connecting input/output devices, and peripherals to CPU	1
3-	Computer Components: Computer Portions, Hardware Parts, I/O Units,	1
4-	Computer Components (cont.): Memory Types: Volatile and Non-Volatile Memory Secondary Storage.	
5.	Computer Components (Cont.): CPU Components, Control Unit (cu) , arithmetic Logic Unit ALU and Registers	1
6	Computer Components (Cont.); computer Ports, Personal Computer (Features and Types)	1
7	Operating System and Graphical User Interface GUI: Operating System; Basics of Common Operating systems; The User Interface, Using Mouse techniques;	1
8.	Operating System and Graphical User Interface GUI (Cont.): Use of Common Icons, Status Bar, Using Menu and Menu-selection,	1
9	Operating System and Graphical User Interface GUI (Cont.): Concept of Folders and Directories, Opening and closing of different Windows; Creating Short cuts.	1
10.	Operating System and Graphical User Interface GUI (Cont.): Customization and Personalization of GUIs, accessibility Features in GUIs, User Experience (UX)	1
11.	word Processing: Word Processing Basics; Basic Features of Word Processors, Opening and Closing of documents	1

12	word Processing (Cont.): Text creation and Manipulation Formatting Text and Paragraphs Using em templates for Document Creation.	1
13	word Processing (Cont.): Creating and Managing tables, Utilizing Styles and Themes.	1
14.	word Processing (Cont.): Spell Check and Grammar tools, Using Headers and Footers.	1
15.	spread Sheet: Introduction to Spreadsheet Software, creating and Formatting Worksheets.	1
16.	spread Sheet (Cont.): Sorting and Filtering Data/Using Formulas and Functions.	1
17.	spread Sheet (Cont.)::: Using Formulas and Functions, Using Pivot Tables for Data Analysis.	
18,	Spread Sheet (Cont.): Data "Validation and Error Checking, Data Visualization: Creating Charts and Graphs.	1
19.	Presentation Software: Introduction to Presentation Software, Overview of Popular Presentation Tools, Creating a New Presentation.	1
20	Presentation Software (Cont.): Using Templates and themes, Inserting and Formatting Text and Images, transition and Animation Effects	1
21	Presentation Software (Cont.): Using Speaker Notes and Timers, Advanced Features: Hyperlinks and action Buttons.	1
22.	Presentation Software (Cont.): Troubleshooting Common Presentation Issues, Future Trends in Presentation Technology	1

23.	Introduction to Internet and Web Browsers: computer networks Basic; LAN, WAN.	1
24.	Introduction to Internet and Web Browsers (Cont.): Concept of Internet and its Applications; connecting to internet.	1
25	Introduction to Internet and Web Browsers (Cont.): world Wide Web; Web Browsing software's, Search Engines.	1
26.	Introduction to Internet and Web Browsers (Cont.): Understanding ORL • Domain name; IP address	1
27.	Communication and Emails: Basics Of electronic mail; Getting's email account; Sending and receiving emails; Accessing sent • emails; Using Emails; document collaboration	1
28.	communications and Emails (Cont.): Sending and reserving emails; accessing sent email, Using Emails; Document collaboration.	1
29-	Introduction <sup>1</sup> to Cloud Computing and Services: Definition of Cloud Computing and its concept, loud-Based Office Suites (Office 365 and Google workspace	1
30.	Introduction to Cloud Computing and Services (Cont.): Google Workspace: Google Docs," Google Sheets, Google Drive, Google Meet.	1

## Second-year

Week No.	Content	No. of Hours
1	security and Networking: What is a network? Types of networks. Basic networks components.	1
2.	Security and Networking (Cont.): Basic network components.	1
3.	Security and Networking (Cont.): Network Security Basics. Understanding network threats. Network troubleshooting	1
4-	security, and Networking (Cont.): Introduction ty Network Troubleshooting, Common Network Issues and Symptoms, Network Troubleshooting Tools and Utilities.	1
5-	Security and Networking (Cont.) ĩ Using Command Line Tools for Diagnostics, Identifying ‘and Resolving Connectivity Issue, Diagnostics Network Performance Problems	1
6	E-Commerce Concepts of Electronic banking services •is include online banking: ATM and debit card services.	1
7.	E-Commerce (Cont.): Phone banking, SMS banking, electronic alert Mobile banking.	1
8.	computer Troubleshooting: Introduction to computer Troubleshooting, Common Hardware Issues and Solutions, Diagnosing Software Problems.	1
9.	Computer Troubleshooting (Cont.): Hardware Components: Diagnosis and Repair, Using Safe Mode or Troubleshooting.	1
10.	Computer Troubleshooting (Cont.): Troubleshooting Operating System Issues, Identifying and Resolving Blue Screen Errors, Dealing with Slow Computer Performance.	1

11.	Computer Troubleshooting (Cont.): Virus and Malware Removal Techniques, Updating Drivers and Software.	1
12.	Introduction to AI: Definition of AI, History of AI, AI Techniques and Approaches.	1
13.	Introduction to AI(Cont.): Key Characteristics of AI, Benefits of AI, Challenges and Ethical considerations.	1
14.	Introduction to AI (Cont.): Challenges and Limitations of AI, The Role of Data in AI Systems.	1
15.	Introduction to AI(Cont.): AI Tools and Frameworks.	1
16.	The Role of AI in 'Modern Smartphones AI-driven mobile technologies , virtual assistants (Siri , Google Assistant/Alexa).	1
17.	The Role of AI in Modern Smartphones (Cont.): Adaptive Learning, Real-Time Translation Services	1
18.	The Role of AI in Modern Smartphones (Cont.): The Future of AI in Smartphone Technology, Challenges of Implementing AI in Mobile Devices	1
19	Applications and Tools of AI: Overview of AI applications in Various industries,, Education and Healthcare.	1
20,	Applications and Tools of AI (Cont.): Transportation and Advertising.	1
21.	Applications and Tools of AI (Cont.)". Finance, Robotics and Automation Technologies,	1
22.	Applications and Tools of AI(Cont.): AI in Marketing: targeting and Personalization.	1
23.	Applications and Tools of AI(Cont.): AI in Image and video Analysis, Smart Cities	1
24	Applications and Tools of AI (Cont.): Future Trends in AI Applications and Tools.	1
25	AI and Society: Introduction to AI and Its Societal Impact, The Role of AI in Enhancing Public Safety.	1
26	AI and Society (Cont.): Cultural Perspectives on AI adoption, AI and Governance: Policy Implications	1

27.	Ethical Challenges in AI: Introduction to Ethics in AI, transparency and Explainability of AI Systems, Privacy concerns in AI Data Usage	1
28.	Ethical Challenges in AI (Cont.): The Ethical Implications of Autonomous Systems, Ethics in AI Driven Marketing and Advertising	1
29	Ethical Challenges in AI (Cont.): Ethical Considerations in Education, Human Rights and AI Implementation	1
30	the Future of AI: Future trends in, Ai Recent research and emerging technologies.	1