

Module Title: TechEssentials**Module Code: B1178****Level: BAIHTM/BAICA – 1st Semester...Lesson Plan**

| Unit | Topic | Description | Detailed Activities |
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| 1 | Basics of Computer Systems | Introduces fundamental computer concepts including hardware, software, operating systems, computer architecture, peripherals, and the role of networks and the internet in computing. | <ol style="list-style-type: none">1. Identification of Computer Hardware Components2. Understanding System Software and Operating Systems3. Overview of Computer Architecture and Peripherals4. Classroom Discussion on Networking and Internet Usage |
| 2 | File and Folder Management | Develops skills to create, organize, name, and manage files and folders using best practices and efficient file operations. | <ol style="list-style-type: none">1. Creating and Organizing Folders2. File Operations: Copy, Move, Delete, Rename3. Applying Naming Conventions4. Practical Exercises on File Organization |
| 3 | File Creation and Organization Methods | Focuses on diverse file creation methods, categorization techniques, and structuring files for easy access and retrieval. | <ol style="list-style-type: none">1. Creating Documents Using Different Applications2. Categorizing Files by Type and Purpose3. Folder Hierarchy Design Activity4. Independent Practice on Organizing Datasets |
| 4 | Online Research and Academic Integrity | Develops ability to conduct effective online research using advanced search techniques, evaluate credible sources, and apply proper citation to avoid plagiarism. | <ol style="list-style-type: none">1. Search Engine Strategies and Advanced Search Operators2. Evaluating Website Credibility |

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| | | | <p>3. Introduction to Plagiarism and Citation Basics</p> <p>4. Activity: Compiling Research with References</p> |
| 5 | Microsoft Office Applications | Introduces basic use of Microsoft Word, Excel, and PowerPoint for academic and professional tasks. | <p>1. Word: Document Creation and Formatting</p> <p>2. Excel: Simple Spreadsheets and Formulas</p> <p>3. PowerPoint: Slide Creation and Presentation Design</p> <p>4. Practice Tasks Using Office Tools</p> |
| 6 | Digital Communication and Time Management | Develops effective communication through email and use of online tools for scheduling and time management. | <p>1. Email Writing Etiquette and Attachments</p> <p>2. Managing Inbox and Communication Flow</p> <p>3. Using Online Calendars and Task Managers</p> <p>4. Activity: Weekly Schedule Planning</p> |
| 7 | Cloud Collaboration and Online Meetings | Introduces cloud-based collaboration tools and professional online meeting platforms. | <p>1. Using Cloud Storage for File Sharing</p> <p>2. Collaborative Document Editing</p> <p>3. Hosting and Joining Online Meetings</p> <p>4. Online Meeting Etiquette Practice</p> |
| 8 | Design Basics and Digital Presence | Introduces basic design principles and the importance of maintaining a professional digital presence. | <p>1. Fundamentals of Colour, Layout, and Typography</p> <p>2. Creating Simple Digital Designs</p> <p>3. Understanding Professional Online Identity</p> <p>4. Activity: Designing a Basic Digital Profile</p> |

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| 9 | Cyber Security Awareness | Develops awareness of cyber threats, data protection, and safe digital practices for personal and professional use. | <ol style="list-style-type: none"> 1. Types of Cyber Threats and Risks 2. Password Management and Data Security 3. Safe Browsing Practices 4. Case study: Cyber Security Incidents |
| 10 | AI User Awareness and Responsible Use | Introduces students to artificial intelligence tools, ethical use of AI platforms, academic integrity, data privacy, and responsible AI-assisted learning practices. | <ol style="list-style-type: none"> 1. Overview of AI Tools And Platforms Used in Education 2. Benefits and Limitations of AI 3. Ethical use of AI and Academic Honesty 4. Guidelines for Responsible AI-Assisted Learning |