

Module Title: TechEssentials

Module Code: B1178

Level: BAICA – 1st Semester...Lesson Plan

Unit	Topic	Description	Detailed Activities
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.	1. Identification of Computer Hardware Components 2. Understanding System Software and Operating Systems 3. Overview of Computer Architecture and Peripherals 4. 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.	1. Creating and Organizing Folders 2. File Operations: Copy, Move, Delete, Rename 3. Applying Naming Conventions 4. 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.	1. Creating Documents Using Different Applications 2. Categorizing Files by Type and Purpose 3. Folder Hierarchy Design Activity 4. 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.	1. Search Engine Strategies and Advanced Search Operators 2. Evaluating Website Credibility

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

9	Cyber Security Awareness	Develops awareness of cyber threats, data protection, and safe digital practices for personal and professional use.	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.	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