

Basic Information

Faculty	Mohammad Shorif Uddin						
Class/Office Hour	Class: MON/WED (08:30AM - 09.50AM) RM B305, Office: MON/THU (10:00AM-1:00PM)						
Contact Details	Cell: 01747615832, Email: shorif.uddin@ulab.edu.bd						
Course Pre-requisites	None						
Dept. offering the course	Computer Science and Engineering						
Course Title	Introduction to Computer Studies						
Course Code	CSE101, Section 1 (for non-CSE students)			Credit	03	Term	Summer 2019
Number of Lectures	Number of Theory Classes	20	Number of Tutorials	1	Number of Practical	2	Total 23

Course Details

1. Course Description

This is an introductory course on computer and information technology and applications. Everyone should have well acquaintance with ICT and its immense applications for his/her survival in today's digital society. Thus, the goal of this course is to provide students a thorough introduction and background to the working principles of present-day computers and communication devices along with software. Through this course the students will get updated ICT knowledge to perform their everyday day activities effectively and efficiently and to develop themselves for higher learning.

2. Course Objectives

- To be familiarized with computer and communication devices along with their working principles
- To understand computer system, software, database and networking
- To gather practical knowledge about MS Office automation applications (MS word, MS Excel and MS Power point)
- To design websites using HTML and CSS and to experience with e-mail, Internet and cloud services

3. Intended learning outcomes of the course (ILOs)

KNOWLEDGE	LO 1: Will be able to familiarize with computer and communication devices along with their working principles
	LO 2: Will be able to understand with computer system, software, database and networking, Internet and Cloud
	LO 3: Will be able to gather practical knowledge about MS Office automation applications (MS word, MS Excel and MS Power point)
	LO 4: Will be able to design websites using HTML and CSS
SKILLS	Will develop skills on using office automation software for communication skills
	Will gain skills on designing website HTML, CSS
	Will achieve skills on graph/chart/diagram drawing
ATTITUDE	Will develop attitude to group dynamics and team work
	Will gain positive attitude to tackle challenges related to computer and basic software
	Will create positive attitude to listen ideas of classmates

4. Contents

Sl. No.	ILO	Topic	Teaching Strategy	Assessment Strategy	Number of Sessions
I.	1	Introducing computer system: Definition, Uses of Computers, Parts of Computers, memory and storage devices	Lecture, Exercise	Q/A	3
II.	1	Numbering system and Operations, and character codes	Lecture, Exercise	Q/A, Test, Assignment	2
III.	3	MS Word, Excel and Powerpoint	Lecture, Exercise	Q/A, Test, Assignment	7
IV.	4	Basic HTML and CSS	Lecture, Exercise	Q/A	4
V.	2	Computer Network and Topology, Internet, Cloud, Software basics	Lecture, Exercise	Q/A	4
VI.	2	Introduction to Database and DBMS	Lecture, Exercise	Q/A, Presentation	3
Total					23

5. Teaching & Learning Method

Analyze and solve knowledge-based problems for practical situation
Group discussion
Lecture slides, presentations, audio and video
Analytical and critical thinking approach to understand learning (intelligence) scenario

6. Assessment Schedule

Assessment 1	Quizzes	Week 4 and Week 8
Assessment 2	Assignments	Week 3 and Week 9
Assessment 3	Presentation	Week 10
Assessment 4	Mid-Term Exam	As per university schedule
Assessment 5	Final Exam	As per university schedule

7. Weights of Assessments

Assessments	%
Mid-term Examination	30
Final Term Examination	30
Attendance and Class Participation	10
Presentation /Assignments	15
Quizzes	15
Total	100

8. Grading Policy

Policy	Letter Grade	Grade Point	Assessments
95% and above	A+	4.00	Outstanding
85% to below 94%	A	4.00	Superlative
80% to below 84%	A-	3.80	Excellent
75% to below 79%	B+	3.30	Very Good
70% to below 74%	B	3.00	Good
65% to below 69%	B-	2.80	Average
60% to below 64%	C+	2.50	Below Average
55% to below 59%	C	2.20	Passing
50% to below 54%	D	1.50	Probationary
below 50%	F	0.00	Fail
--	I	0.00	Incomplete
--	W	0.00	Withdrawn
--	AW	0.00	Administrative Withdrawal

9. List of References

Course Notes:

Lecture notes will be provided

Essential Books (Text Books):

Introduction to Computer Studies by Peter Norton, latest edition.

Online Resources:

Use Internet to get documents on specific topics

10. Facilities Required for Teaching and Learning

Projector, Whiteboard, Internet access from classroom computer, Audio/Visual equipments.

11. Course Policies and Procedures

- Class attendance: Regular attendances of classes are mandatory and students will be assigned F automatically if he/she misses 6 consecutive classes.
- Late submission of work: Late submission will be followed by penalty, please maintain deadlines.
- Unfair means /plagiarism: Plagiarism will not be dealt with severe penalty. Original work is encouraged as they will carry value marks.

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Course Coordinator/ Teacher

Date:

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Head of the Department

Date: