Course
Outline

ULAB
UNIVERSITY OF LIBERAL ARTS BANGLADESH

Basic Information

Faculty	Satyaki Das, (Room PC-315)						
Office Hour	**Sunday:** 11:00 am – 11:30 am & 01:30 pm – 2:30 pm (Permanent Campus: Room: PC-315) **Tuesday:** 11:00 am – 11:30 am & 01:30 pm – 2:30 pm (Permanent Campus: Room: PC-315) **Monday:** 9:30 am – 11:30 am (Permanent Campus: Room: PC-315) & 12:00 pm – 12:30 pm (Campus A Adjunct Faculty Room) **Wednesday:** 9:30 am – 11:30 am (Permanent Campus: Room: PC-315)) & 12:00 pm – 12:30 pm (Campus A Adjunct Faculty Room) **Thursday:** 9:30 am – 12:30 pm (Permanent Campus: Room: PC-315) Note: Also available by Email Appointment at other times **satyaki.das@ulab.edu.bd**						
Contact Details	satyaki.das@ulab.edu.bd						
Course Pre-requisites	None						
Department offering the course	Computer Science and Engineering						
Course Title	Introduction to Computer Studies						
Course Code	CSE 101 (for Non-CSE)	Sec	8	Credit	03	Term	Fall 2019
Number of Lectures	22	Number of Tutorials	0	Number of Practical	0	Total	22

Course Details

1. Course Description

This is an introductory course for the undergraduate study on computer studies. In this course, students will be introduced to the various fields of computer studies. Student will learn computer's components and its usages. Besides, they will be able to create presentation, spreadsheets and documents through the usage of different computer applications. They will also gain basic knowledge of computer network, internet and security.

2. Course Objective

- To be familiarized with computer and communication devices
- To understand computer system, software and networking
- To gather practical knowledge about MS Office automation applications (MS Word, MS Excel and MS Power point)
- To gain experience with e-mail and Internet

3. Intended learning outcomes of the course (ILOs)

KNOWLEDGE	**1.** Will be able to familiarize with computer and communication devices along with their working principles
	2. Will be able to understand with computer system, software and networking and Internet
	3. Will be able to gather practical knowledge about MS Office Application Suite (MS Word, MS Excel and MS Power point)
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. Mapping of Course LO and PLO:

Learning Outcome (LO) of the Course	Program Learning Outcome (PLO)											
	1	2	3	4	5	6	7	8	9	10	11	12
ILO1					MJ				MJ		MN	
ILO2					MJ				MJ		MN	
ILO3					MJ				MJ		MN	

5. Contents

ILO	Topic	Teaching Strategy	Assessment Strategy of Los	Number of Sessions
1	Introducing computer system: Definition, Uses of Computers, Types of Computers, Hardware and Software, memory and storage devices, I/O devices	Lecture, Exercise	Q/A	4
1	Numbering system and Operations	Lecture, Exercise	Q/A, Test, Assignment	3
3	MS Word, Excel and Powerpoint	Lecture, Exercise	Q/A, Test, Assignment	7
2	Computer Network and Topology, Internet	Lecture, Exercise	Q/A	4

	Total	22

7. A. Assessment Schedule

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

B. Weights of Assessments

Assessments	**%(CSE-104)**
Attendance and Class Participation	10
Presentation /Assignments	15
Quizzes	15
Mid Examination	30
Final	30
Total	100

C. Grading Policy

Policy	**Letter Grade**	**Grade Point**
95% and above	A+	4.00
85% to below 94%	A	4.00
80% to below 84%	A-	3.80
75% to below 79%	B+	3.30
70% to below 74%	B	3.00
65% to below 69%	B-	2.80
60% to below 64%	C+	2.50
55% to below 59%	C	2.20
50% to below 54%	D	1.50
below 50%	F	0.00
--	I	0.00
--	W	0.00
--	AW	0.00

8. List of References

Course Notes	Will be provided during class
Essential Books (Text Books)	Introduction to Computer Studies by Peter Norton, latest edition.
Online Resources	Use Internet to get documents on specific topics

Facilities Required for Teaching and Learning

Course Policies and Procedures

Appendix-1: Program Learning Outcome (PLO)

No.	PLO
1.	**Engineering Knowledge**
2.	**Problem Analysis**
3.	**Design/Development of Solutions**
4.	**Investigation**
5.	**Modern Tool Usage**
6.	**The Engineer and Society**
7.	**Environment and Sustainability**
8.	**Ethics**
9.	**Communication**
10.	**Individual and Team Work**
11.	**Life Long Learning**
12.	**Project Management and Finance**

Generic Skills (Detailed):

1. **Engineering Knowledge (T)** -Apply knowledge of mathematics, sciences, engineering fundamentals and manufacturing engineering to the solution of complex engineering problems;
2. **Problem Analysis (T)** – Identify, formulate, research relevant literature and analyze complex engineering problems, and reaching substantiated conclusions using first principles of mathematics, natural sciences and engineering sciences;
3. **Design/Development of Solutions (A)** –Design solutions, exhibiting innovativeness, for complex engineering problems and design systems, components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, economical, ethical, environmental and sustainability issues.
4. **Investigation (D)** Conduct investigation into complex problems, displaying creativeness, using research-based knowledge, and research methods including design of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions;
5. **Modern Tool Usage (A & D)** -Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering activities, with an understanding of the limitations;
6. **The Engineer and Society (ESSE)** -Apply reasoning based on contextual knowledge to assess societal, health, safety, legal, cultural, contemporary issues, and the consequent responsibilities relevant to professional engineering practices.
7. **Environment and Sustainability (ESSE)** -Understand the impact of professional engineering solutions in societal, global, and environmental contexts and demonstrate knowledge of and need for sustainable development;
8. **Ethics (ESSE)** –Apply professional ethics with Islamic values and commit to responsibilities and norms of professional engineering code of practices.
9. **Communication (S)** -Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions;
10. **Individual and Team Work (S)** -Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
11. **Life Long Learning (S)** -Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.
12. **Project Management and Finance (S)** -Demonstrate knowledge and understanding of engineering management and financial principles and apply these to one's own work, as a member and/or leader in a team, to manage projects in multidisciplinary settings, and identify opportunities of entrepreneurship.

Course Coordinator/ Teacher

Date:

Head of the Department

Date: