|  |  |
| --- | --- |
| sdfsdfsdfsdfsdfs-01.png | sdfsdfsdfsdfsdfs-02.png |

Basic Information

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty | Md. Toufikuzzaman | | | | | | | | | |
| Office Hour | **Sunday/ Tuesday:** 11:30 – 1:00 (Campus B Adjunct Faculty Room)  3:00 – 4:00 (Permanent Campus Room :311)  **Monday/ Wednesday:** 10:00 – 11:30 (Campus A Adjunct Faculty Room)  1:00 – 2:30 (Campus B Adjunct Faculty Room) | | | | | | | | | |
| Contact Details | Room-PC 311  Email: [toufikuz.zaman@ulab.edu.bd](mailto:toufikuz.zaman@ulab.edu.bd) | | | | | | | | | |
| Course Pre-requisites | None | | | | | | | | | |
| Department offering the course | Computer Science and Engineering (CSE) | | | | | | | | | |
| Course Title | Introduction to Computer Studies | | | | | | | | | |
| Course Code | CSE101 | | Credit | | 3 | | Term | Fall 2019 | | |
| Number of Lectures | 22 | Number of Tutorials | | 0 | | Number of Practical | | 0 | Total | 22 |

Course Details

1. **Course Description**

|  |
| --- |
| It 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. Intended learning outcomes of the course (ILOs)**

|  |  |
| --- | --- |
| KNOWLEDGE | Basics of Modern Computing Devices and its Components |
| Knowledge of the Microsoft Office Applications Suite (MS-Word, MS-Excel, MS-PowerPoint) |
| Basics of networks and security. |
| SKILLS | Capable of using the MS-Office Applications for preparing documents, presentations and spreadsheets |
| Learn internet browsing and email. |
| Learn to get protected from cyber security threats |
| ATTITUDE | Develop teamwork capability |
| Develop self-learning ability |

**3. Contents**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Topic** | **Number of Sessions** |
| 1 | Introduction to computers | 2 |
| 2 | Data sizes and speeds | 1 |
| 3 | Types of Computers, Hardware and Software | 1 |
| 4 | Microsoft Office Excel | 3 |
| 5 | Microsoft Office Word | 2 |
| 6 | Quiz on Excel Applications | 1 |
| 7 | Microsoft Office Power Point | 2 |
| 8 | I/O devices | 2 |
| 6 | Fundamental of Computer Networking | 2 |
| 7 | Internet and Email | 1 |
| 8 | Memory and Storage | 2 |
| 9 | Security and Protection | 1 |
| 10 | Presentation | 2 |
|  | **Total** | 22 |

**4. Teaching & Learning Method**

|  |
| --- |
| Students are expected coming to the class prepared for the course material covered in the previous class. |
| Assignments and presentations must be submitted on time. |
| It is highly encouraged to actively participate in the classroom. |

**5. A. Assessment Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment 1 | Quiz | Session | Week-5 |
| Assessment 2 | Assignment | Session | Week-7 |
| Assessment 3 | Presentation | Session | Week-11 |
| Assessment 4 | Mid Term Final | Session | As per ULAB schedule |
| Assessment 5 | Final | Session | As per ULAB schedule |

**B. Weights of Assessments**

|  |  |
| --- | --- |
| Assessments | **%** |
| Mid-term Examination | 20 |
| Final Term Examination | 40 |
| Attendance, Class Participation and Class Exercise | 10 |
| Presentation | 10 |
| Quiz | 10 |
| Assignment | 10 |
| Total | 100 |

**C. 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 |

**6. List of References**

|  |  |
| --- | --- |
| Course Materials | During class, Course Materials will be provided. |
| Reference Books | Introduction to Computers by Peter Norton (latest edition) |
| Online Resources | Will be shown during class. |

**Facilities Required for Teaching and Learning**

|  |
| --- |
| Classroom with whiteboard, multimedia projector and marker. In classroom Internet connection is required for all computers. It is required for the students to use Microsoft Office Applications Suit (e.g., MS Document, Excel, and PowerPoint) and Google Drive. |

**Course Policies and Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Failing to attend more than 5 classes will result in an automatic fail * It is expected that students keep their cell phones into silent mode * Mid-term and final examinations will be held according ULAB schedules * Cheating and plagiarism are strictly prohibited * There will be No makeup exam/quiz * ULAB regulations will be followed in conducting exams and evaluating answer scripts and grading | | | | |
| .................................................................................................  *Course Coordinator/ Teacher*  Date: |  | .................................................................................................  *Head of the Department*  Date: |