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Basic Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty | Dr. Muhammad Abul Hasan | | | | | | | | | |
| Office Hour | Mon/Wed: 11:00 AM- 12:10 PM (Campus A, Part-time faculty room),  Mon/Wed: 2:40 AM- 4:10 PM (PC, Room#315),  Thursday: 10:00AM-1:00PM (PC, Room#315). | | | | | | | | | |
| Contact Details | Room-PC 315  Email: muhammad.hasan@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 | Spring 2019 | | |
| Number of Lectures | 24 | Number of Tutorials | | 0 | | Number of Practical | | 0 | Total | 24 |

Course Details

1. **Course Description**

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| 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 both offline and online presentation and documents through the usage of different computer applications. They will also gain basic knowledge of computer network, data representation and database. Student will also be introduced the ethics of computing, safe internet browsing and creating web presence. |

**2. Intended learning outcomes of the course (ILOs)**

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| --- | --- |
| KNOWLEDGE | Basics of Modern Computing Devices and its Components |
| Knowledge of the Microsoft Office Applications Suit (MS-Word, MS-Excel, MS-PowerPoint) |
| Utilization of available online resources. |
| SKILLS | Capable of using the MS-Office Applications and cloud-based products (Google Doc, Sheets, & Slides) |
| Learn internet browsing and email. |
| Able to create presentation slides and deliver presentations with the aid of presentation software |
| ATTITUDE | Develop teamwork capability |
| Develop self-learning ability |

**3. Contents**

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| --- | --- | --- |
| **Sl. No.** | **Topic** | **Number of Sessions** |
| 1 | Introduction to computers | 2 |
| 2 | Component of traditional computers | 2 |
| 3 | Data, information, and representation of data | 3 |
| 4 | Operating Systems | 1 |
| 5 | Microsoft Office Applications (Including Lab) | 6 |
| 6 | Internet and email (Including Lab) | 1 |
| 6 | Cloud Applications and its usage (Including Lab) | 2 |
| 7 | Fundamental of Computer Networking | 2 |
| 8 | Introduction to computer security, privacy and ethics | 1 |
| 9 | Introduction to Database | 1 |
| 10 | Creating a web presence | 1 |
| 11 | Presentations | 2 |
|  | **Total** | 24 |

**4. Teaching & Learning Method**

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| 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**

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| --- | --- | --- | --- |
| Assessment 1 | Presentation | Session | Week 9 |
| Assessment 2 | Quize-01 | Session | Week-3 |
| Assessment 3 | Assingment-01 | Session | Week-5 |
| Assessment 4 | Quize-02 | Session | Weeek-7 |
| Assessment 5 | Assingment-02 | Session | Week-9 |
| Assessment 6 | Mid Term Final | Session | As per ULAB schedule |
| Assessment 7 | Final | Session | As per ULAB schedule |

**B. Weights of Assessments**

|  |  |
| --- | --- |
| Assessments | **%** |
| Mid-term Examination (Including Lab Work) | 25 |
| Final Term Examination (Including Lab Work) | 35 |
| Quizzes | 10 |
| Class exercise, Class participation & Attendance | 10 |
| Assignments | 10 |
| Presentation | 10 |
| Total | 100 |

**C. Grading Policy**

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| --- | --- | --- | --- |
| **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**

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| 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**

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| 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**

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| --- | --- | --- | --- | --- |
| * 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: |