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Basic Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty | Satyaki Das, (Room PC-315) | | | | | | | |
| Office Hour | **Sunday:** 9:15 am – 10:00am & 1:30 pm – 4:30 pm (Permanent Campus: Room: PC-315)  **Tuesday:** 9:15 am – 10:00am & 1:30 pm – 4:30 pm (Permanent Campus: Room: PC-315)  **Monday:** 9:15 am – 12:30 pm (Permanent Campus: Room: PC-315)  **Wednesday:** 9:15 am – 12:30 pm (Permanent Campus: Room: PC-315)  **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 | **Room:** PC315  satyaki.das@ulab.edu.bd | | | | | | | |
| Course Pre-requisites | None | | | | | | | |
| Department offering the course | Computer Science and Engineering | | | | | | | |
| Course Title | Introduction to Computer Studies | | | | | | | |
| Course Type | Core Course | | | | | | | |
| Course Code | CSE 101 (for Non-CSE) | | Sec | 7 | Credit | 03 | Term | Summer 2020 |
| 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.

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**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 |
| 1. Will be able to understand with computer system, software and networking and Internet |
| 1. 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 | 7 |
| 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 |

**6. Alignment of topics of the courses with CLOs**

This is already included as ILO

**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 | **%** |
| 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** | **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 |

**8. Make-up Procedures**

ULAB guidelines will be followed for the makeup of the Midterm and Final Examination.

**9. List of References**

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| 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 |

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| **Facilities Required for Teaching and Learning**  Projector, Whiteboard, computer with internet connection. |

**Course Policies and Procedures**

* ULAB regulations will be followed in conducting exams and evaluating answer scripts and grading.
* Failing to attend 6 or more classes will result in an automatic fail.
* Mid-term and final examinations will be held according ULAB schedules
* Students are advised to be in the classroom on time.
* Cheating and plagiarism will result in an automatic mark of zero in the assessment item.
* Quizzes will be conducted as surprise quiz. Thus, students are advised to attain class regularly.
* Any cellular phone-based activity is strictly prohibited in the class. Students are advised to keep their phones into silent mode while at the class.

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| **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: 09.07.2020 |  | .................................................................................................  *Head of the Department*  Date: |