# Course Plan

## PART A-INTRODUCTION

**1. Course No:** 0611 28 CSE 1251

**2. Course Title:** Basic Computer Skills

**3. Course Type:** Core

**4. Level/Term and Section:** First Year, Second Term

**5. Academic Session:** 2024-2025

**6. Course Instructor:** Farhana Tazmim Pinki, Assistant Professor, Khulna University, Khulna

**7. Pre-requisite (If any):** None

**8. Credit Value:** 3.0

**9. Total Marks:**

- Continuous Internal Evaluation (CIE) Marks = 40
- Semester Mid/End Examination (SMEE) Marks = 60

**10. Course Objectives and Course Summary**

**Course Summary (Rationale)**

This course is designed to let the students achieve autonomy in information communication technologies and utilize their facility for their academic purpose.

**11. Course Learning Outcomes (CLO)**

Upon successful completion of the course, the students will be able to:

| CLO# | CLO Statement | Mapping with PLOS |
|---|---|---|
| **CLO1** | Understand the basic concepts of information communication technologies. | 7 |
| **CLO2** | Apply the concepts about computers in the real academic environment. | 2, 3, 5 |

| | | |
|---|---|---|
| **CLO3** | Select the proper platform and working environment of ICT for academic purposes. | 13 |
| **CLO4** | Evaluate the changing sphere of ICT for the quick adaptation of new technologies. | 4 |
| **CLO5** | Create the necessary academic applications autonomously. | 6, 10, 11, 14 |

## 12. Mapping/Alignment of CLOs with Program Learning Outcomes(PLO)

| **CLO** | **PLO 2** | **PLO 3** | **PLO 4** | **PLO 5** | **PLO 6** | **PLO 7** | **PLO 10** | **PLO 11** | **PLO 13** | **PLO 14** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CLO 1** | | | | | | High | | | | |
| **CLO 2** | High | High | | High | | | | | | |
| **CLO 3** | | | | | | | | | High | |
| **CLO 4** | | | High | | | | | | | |
| **CLO 5** | | | | | High | | High | High | | High |

## PART B- CONTENT OF THE COURSE

## 13. Summary of the Course Content

| **Course Contents** | **Hrs** | **CLOs** |
|---|---|---|
| **Section A** | | |
| 1. **Computer Basics:** Generation, Types, size and capacity, Basic organization of computer, Input and output devices, Operating | 6 | 1, 2, 5 |

| | | |
|---|---|---|
| systems, Software and its classification, Different types of memory, Classification of programming language, Computer networks. | | |
| 2. **Basics of Windows Environment:** Getting started, Features, File management, Multimedia, Connectivity, Security; **Basics of Word Processing and Presentation:** Microsoft Word, PowerPoint. | 8 | 1, 2, 5 |
| 3. **Basics of Data Management Software:** Microsoft Excel. | 6 | 2, 5 |
| 4. **Referencing Software:** Zotero, EndNote, Mendeley. | 4 | 2 |
| **Section B** | | |
| 5. **Cyber Ethics:** Accessing internet and netizen community standards, Cyber security and privacy rights. | 4 | 4 |
| 6. **Use of Virtual Learning Management Systems:** Google Classroom; **Use of Search Engines:** General searches, Publication and resources. | 5 | 3 |
| 7. **Communication and Social Media Platforms:** Email services, Institutional email service setup, Zoom, Google Meet, Facebook, Cloud computing, Scanning applications. | 5 | 3, 5 |

## 14. Alignment of topics of the courses with CLOs (attained in the previous section)

(Covered in the table above)

## 15. Class Schedule/Lesson Plan/Weekly plan

| Topics | Specific Outcomes | Time Frame | Suggested Activities | Teaching and Assessment | Alignment to CLO |
|---|---|---|---|---|---|
| **Overview of the Course** | Understand the course objectives, content, and assessment methods. | Wk. 1 L1 | Discussion about CLOs, lecture timing, marks distribution. | Lecture and discussion | - |
| **Computer Basics:** Generations, Types, Organization, I/O Devices. | Students will understand the fundamental building blocks and history of computers. | Wk. 1 L2-L3 | Interactive lecture with visuals and examples. | Lecture, Q&A | CLO1 |
| **Operating Systems & Software** | Students will learn about different OS and software classifications. | Wk. 2 L4-L5 | Demonstration of different OS interfaces (Windows, Linux). | Lecture & Demo | CLO1, CLO2 |
| **Memory & Programming Languages** | Students will understand memory hierarchy and language types. | Wk. 2 L6 | Group discussion on the evolution of programming. | Lecture & Discussion | CLO1 |
| **Basics of Windows & File Management** | Students will be able to navigate and manage files effectively in a Windows environment. | Wk. 3 L7-L8 | Hands-on lab session on file/folder operations. | Practical Demonstration | CLO2, CLO5 |
| **Quiz 1** | Assess understanding of Computer Basics and Windows Environment. | Wk. 3 L9 | Close book Quiz test for 20 minutes. | Quiz Test on CLO1, CLO2 | CLO1, CLO2 |
| **Word** | Students will | Wk. 4 L10- | Practical | Demonstration | CLO2, CLO5 |

| | | | | | |
|---|---|---|---|---|---|
| **Processing (MS Word) - Part 1** | learn basic formatting, styles, and document creation. | L12 | session: Create and format a sample academic paper. | , Practical Test | |
| **Word Processing (MS Word) - Part 2** | Students will master tables, images, headers/footers, and mail merge. | Wk. 5 L13-L15 | Lab work on creating a complex document with various elements. | Demonstration , Practical Test | CLO2, CLO5 |
| **Presentation (MS PowerPoint)** | Students will learn to create effective academic and professional presentations. | Wk. 6 L16-L18 | Students create a short presentation on a given topic. | Demonstration , Peer Review | CLO2, CLO5 |
| **Data Management (MS Excel) - Part 1** | Students will understand cells, formulas, and basic functions. | Wk. 7 L19-L21 | Practical session: Create a simple budget sheet. | Demonstration , Practical Test | CLO2, CLO5 |
| **Data Management (MS Excel) - Part 2** | Students will learn sorting, filtering, and creating charts. | Wk. 8 L22-L24 | Lab work: Analyze a dataset and create visualizations. | Demonstration , Practical Test | CLO2, CLO5 |
| **Referencing Software (Zotero/Mendeley)** | Students will learn to manage citations and create bibliographies automatically. | Wk. 9 L25-L27 | Workshop: Install and integrate referencing tool with MS Word. | Demonstration , Assignment | CLO2 |
| **Cyber Ethics and Security** | Students will understand responsible online behavior and basic security | Wk. 10 L28-L30 | Lecture with case studies on cyberbullying and privacy breaches. | Lecture & Discussion | CLO4 |

| | | | | | |
|---|---|---|---|---|---|
| | practices. | | | | |
| **Virtual Learning (Google Classroom) & Search Engines** | Students will effectively use LMS and advanced search techniques for academic research. | Wk. 11 L31-L33 | Practical session on joining a class, submitting assignments, and using search operators. | Demonstration | CLO3 |
| **Quiz 2** | Assess understanding of MS Office Suite and Referencing. | Wk. 11 L33 | Close book Quiz test for 20 minutes. | Quiz Test on CLO2, CLO5 | CLO2, CLO5 |
| **Communication Platforms (Email, Zoom, etc.)** | Students will learn professional communication etiquette and use collaborative tools. | Wk. 12 L34-L36 | Workshop on setting up institutional email and conducting a mock virtual meeting. | Demonstration, Practical Test | CLO3, CLO5 |
| **Assignment Submission & Review** | Students submit a final assignment integrating multiple skills. | Wk. 13 L37-L39 | Review of key topics and Q&A session. | Discussion, Q&A | CLO2, CLO5 |
| **Final Review** | Comprehensive review of the entire course and preparation for the final exam. | Wk. 14 L40-L42 | Discussion with students on questions and clarifications for the final exam. | Discussion | All CLOs |

## 16. Teaching-Learning Strategies

| **CLOs** | **Teaching-Learning Strategy** | **Assessment Strategy** |
|---|---|---|
| **CLO1** | Lecturing | Quiz, Final exam |

| | | |
|---|---|---|
| **CLO2** | Demonstration | Practical Test, Final exam |
| **CLO3** | Lecturing and Demonstration | Quiz, Practical Test, Final exam |
| **CLO4** | Lecturing | Assignment, Final exam |
| **CLO5** | Demonstration | Practical Test, Final exam |

## 17. Assessment Techniques of each topic of the course

| **Assessment Strategy** | **CLO1** | **CLO2** | **CLO3** | **CLO4** | **CLO5** | **Marks for Grading** |
|---|---|---|---|---|---|---|
| **Quiz 1** | 5 | 5 | | | | 10 |
| **Quiz 2** | | 5 | | | 5 | 10 |
| **Assignment** | | 5 | | 5 | | 10 |
| **Practical Test** | | 5 | 5 | | | 10 |
| **Final Exam** | 10 | 15 | 10 | 10 | 15 | 60 |

## Part C- Assessment and Evaluation

## 18. Assessment Strategy

## Marks Distribution for Theory Courses

| **Category** | **%** | **Comments** |
|---|---|---|
| **Attendance** | 10 | Minimum mark is 4 for 60% attendance. |
| **Continuous Assessment** | 30 | 2 Quizzes, 1 Assignment, 1 Practical Test. |
| **Final Exam** | 60 | Section A and B combined. |

## Attendance Marks Distribution

| Attendance | Marks |
|---|---|
| Above 90% | 10 |
| 85% to less than 90% | 9 |
| 80% to less than 85% | 8 |
| 75% to less than 80% | 7 |
| 70% to less than 75% | 6 |
| 65% to less than 70% | 5 |
| 60% to less than 65% | 4 |
| less than 60% | 0 |

## Assessment Rubrics for Class Test/Quiz/Assignment/Presentation

| Criteria | LEVEL 4 (4) | LEVEL 3 (3) | LEVEL 2 (2) | LEVEL 1 (1) | MARK (/4) |
|---|---|---|---|---|---|
| **a. Identification of the Main issues /Problems** | Identifies & understands all of the main issues in the case study. | Identifies & understands most of the main issues in the case study. | Identifies & understands some of the issues in the case study. | Identifies & understands few of the issues in the case study. | |
| **b. Analysis of the Issues/Problems** | Insightful and thorough analysis of all the issues. | Thorough analysis of most of the issues. | Superficial analysis of some of the issues in the case. | Incomplete analysis of the issue. | |
| **c. Comments on effective Solution/Strategies** | Well documented reasoned and use of appropriate comments about solutions or | Appropriate well comments about solutions, or proposals solutions to most of the | Superficial and/or inappropriate solutions to some of the issues in the case study. | Like or no action suggested and/or inappropriate solutions to all of the issues in the case study. | |

| | | | | | |
|---|---|---|---|---|---|
| | proposals for solutions, to most of the issues in the case study. | issues in the case study. | | | |
| **d. Links to Reading and Additional Research** | Excellent research into the issues with clearly document links (and/or outside) readings. | Good research and document links to the material read. | Limited research and documented links to any reading. | Incomplete research and links to any reading. | |
| **e. Content knowledge about the Theories/ Class Room Discussion** | Presented accurate & relevant information, appeared knowledgeable about the case study assigned and the topic discussed. | Presented few accurate & relevant information, appeared average knowledgeable about the case study assigned and the topic discussed. | Presented very less accurate & relevant information, appeared less knowledgeable about the case study assigned and the topic discussed. | Presented no accurate & relevant information, did not appear knowledgeable about the case study assigned and the topic discussed. | |
| **Total Mark** | | | | | **/20** |

## 19. Evaluation Policy (Grading System)

Grades will be calculated as per the university grading structure:

| **Marks (%)** | **Grading Scale** | **Marks (%)** | **Grading Scale** |
|---|---|---|---|
| 80 and over | A+ | 55-59 | B- |
| 75-79 | A | 50-54 | C+ |
| 70-74 | A- | 45-49 | C |
| 65-69 | B+ | 40-44 | D |
| 60-64 | B | 0-39 | F |

## 20. Make-up Procedures

Please see the policy for make-up class in the undergraduate ordinance.

## 21. Other Issues

Class Discussion/Participation
Participation in class discussions is strongly encouraged. Of course, participation should be constructive, and all comments should be relevant to the material being covered in class. Students must do all of the readings prior to the class! Respect should be shown for all other class members at all times.
General Expectations
Students are expected to attend class regularly, arrive promptly and have a collegial demeanor. Students will be responsible for knowing any changes made to the syllabus during class time whether they were in attendance or not.
Academic Honesty
Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty by a student will not be tolerated, for it threatens the foundation of an institution dedicated to the pursuit of knowledge.

# Part D-Learning Resources

## 22. Textbooks (Recommended Readings)

- Freund Steven M and Others, *Discovering Computer & Microsoft Office 365 Office 2016: A Fundamental Combined Approach* (Cengage Learning, 2017).
- Withee Ken and Reed Jennifer, *Microsoft Office 365 for Dummies* (Wiley, 2017).
- Parsons and Others, *Illustrated Computer Concepts & Microsoft Office 365 & Office 2016* (Cengage Learning, 2016).

## 23. Reference Books (Supplementary Readings)

- Agrawal, Abha and Rasouli Majid, *EndNote 1-2-3 Easy! Reference Management for the Professional* (Springer, 2019).
- Held Bernd and Others, *Microsoft Excel Functions and Formulas with Excel 2019/Office 365* (Mercury Learning and Information, 2019).
- Lambert Joan, *Microsoft Word 2016: Step by Step* (Microsoft Press, 2015).
- Elias Stephen, *Legal Research: How to Find & Understand the Law* (NOLO, 2018).
- Herskowitz SD and Duggan JE, *Legal Research Made Easy* (Sphinx Publishing, 2005).
- Gookin Dan, *Microsoft Word 2016 for Professionals* (Wiley, 2016).

## 24. Other Resources (Online Resources or others)

- GCFGlobal.org for free tutorials on technology skills.
- Official Microsoft Office support and training websites.
- Online documentation for Zotero and Mendeley.