



International Islamic University Chittagong
Faculty of Shari'ah & Islamic Studies

A. Definition of the course:

Course Title: Microcomputer Application I	
Course Code: CSE-2402	Course Type: Computer
Credit Hours: 3 (Three)	Contact Hours: 03
Pre Requisite: Introduction to computer	Code of that course: CSE-2301
Next Course: Microcomputer Application II	Semester: Third
Program: B.A. (Hon's) for all departments of FSIS	
Total no. of classes: 45 (18 before Mid-term Exam. & 27 before Final Exam)	
Assignments or Class test: At least Three	
Total Marks: 100	
Marks distribution: 10 for attendance + 10 for assignment or Class Test + 30 for Mid-term Exam. (The student has to answer three questions from four) + 50 for Final Exam. (The student has to answer Five questions from seven)	

B. Objectives of the course:

1. Exhibit an understanding of the a number of basic windows operations and file management
2. Show an appreciation of the breadth of application of word processor and Internet



Outcome based Syllabus for Spring & Autumn Semester- 2020, Dept. of QSIS, IIUC

3. Evidence of a computer presentation software in elegant ways
4. Demonstrate basic understanding of spreadsheet analysis and some of its practical aspects

C. Contents of the course:

First part: Contents of Mid-term Exam.

Week	Contents	Learning outcomes
01	Different topics of windows: Files, Folders, Basic operations on file/folders, Searching file & folders	Able to know Different topics of windows
02	Microsoft Word topics: Formatting, Table Editing	Able to know about Microsoft Word topics
03	Microsoft Word topics: Picture, Clipart and object, Drawing, Text box and shapes	
04	Microsoft Word topics: Hyperlink, Macro	
05	Discussion on Microsoft Word related assignment	
06	Review classes	

Second part: Contents of Final Exam.

07	Microsoft PowerPoint Topics: Slide window detail, Hyperlinks, Audio, Video	Get informations about PowerPoint Topics:
08	Microsoft PowerPoint Topics: Animation, Slide transition	
09	Discussion on Microsoft PowerPoint related assignment	
10	Microsoft Excel Topics: Basic idea, Cell formatting, Equation	Get clear informations about Microsoft Excel Topics:
11	Microsoft Excel Topics: Function, Different sheet data calculation	
12	Discussion on Microsoft Excel related assignment: Grade sheet Claculation	
13	Discussion on Microsoft Excel related assignment: Salary sheet Claculation	



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14	Internet Topics: Browsing Concepts, Searching in the web, E-mail	
15	Review Classes	

D. Text Book:

Nortons P. (2006), *Introduction to Computers*, sixth ed. McGraw-Hill Publications

E. Reference Books :

1. Internet (2nd Edn.) – BPB Publication, [ISBN: 81-7029-053-7]
2. Operating system by Andrew S. Tanenbaum-7th edition.