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| |  | | --- | | **TISHK INTERNATIONAL UNIVERSITY FACULTY OF EDUCATION Department of BIOLOGY EDUCATION, 2020-2021 Fall Course Information for IT 103 INTRODUCTION TO INFORMATION TECHNOLOGY** |  |  |  | | --- | --- | | **Course Name:** | INTRODUCTION TO INFORMATION TECHNOLOGY | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Code** | **Regular Semester** | **Theoretical** | **Practical** | **Credits** | **ECTS** | | IT 103 | 1 | 1 | 2 | 2 | 2 | | | | **Name of Lecturer(s)-Academic Title:** | Slvar Abdulazeez - | | **Teaching Assistant:** | - | | **Course Language:** | English | | **Course Type:** | Main | | **Office Hours** | Wednesday and Thursday 15:00 - 17:00 | | **Contact Email:** | slvar.abdulazeez@tiu.edu.iq  Tel:07507105970 | | **Teacher's academic profile:** | BS. in Computer Engineering /Tishk International University (Ishik University) MS. in Computer Systems Engineering / University of Kurdistan Hawler (UKH) | | **Course Objectives:** | The course consists of two parts, \*\*\*The theoretical part will 1- Introduce the computing term and identify the main functions that a computer device does. 2- Explain binary, data, circuits and logic and how they use Zeros and Ones to give us the output we desire. 3- Tackling the main parts of the computer along with its input and output devices. 4- Identifying the differences between hardware, software and operating systems. \*\*\* The practical part will: 1-Use lab sessions to introduce the MS Word activity program starting from basic functions such as creating a word document to more advanced functions like inserting a table of content. 2- Applying the common options of MS word on MS PowerPoint along with extra features such as animation and transactions to build a foundation of using MS PowerPoint. | | **Course Description (Course overview):** | This course is designed to make the student familiar with Computer literature. Information Technology Concepts are Introduced with an emphasis on software and hardware utilization. Students will be exposed to a board range of computer Technology and IT topics including; Understanding Computer, Hardware, software, Computer and communication, Multimedia, web pages & Internet, Networking and the role of IT in public life. ​This course is divided into two sections: a lecture and lab. | | **COURSE CONTENT**   |  |  |  |  | | --- | --- | --- | --- | | **Week** | **Hour** | **Date** | **Topic** | | **1** | 1 | 13-17/12/2020 | Introduction about the course | | **2** | 1 | 20-24/12/2020 | What makes a computer computer? | |  |  |  |  | | **3** | 1 | 27-31/12/2020 | Main functions that a computer do. | | **4** | 1 | 3-7/1/2021 | Binary and data. How the computer actually work. | |  |  |  |  | | **5** | 1 | 10-14/1/2021 | Binary and data. How the computer actually work. | | **6** | 1 | 17-21/1/2021 | Computer parts (input, output) | |  |  |  |  | | **7** | 1 | 24-28/1/2021 | Midterm Exam | | **8** | 1 | 31/1-4/2/2021 | Computer parts (Storage, memory) | |  |  |  |  | | **9** | 1 | 7-11/2/2021 | Computer parts (motherboard, ports) | | **10** | 1 | 14-18/2/2021 | Mouse/Pad and Keyboard | |  |  |  |  | | **11** | 1 | 21-25/2/2021 | Midterm Exam | | **12** | 1 | 28/2-4/3/2021 | Final Exam | |  |  |  |  | | **13** | 1 | 7-11/3/2021 | Final Exam | | | | **COURSE/STUDENT LEARNING OUTCOMES**   |  |  | | --- | --- | |  |  | | **1** | Differentiate between computing parts and devices. | | **2** | Explain the logic behind the functionality of computing devices. | | **3** | Use MS Word to Create, Write, Format, Save and Print documents. | | **4** | Use MS PowerPoint to Create, Write, Format, design and Present a presentation. | | | | **COURSE'S CONTRIBUTION TO PROGRAM OUTCOMES** (Blank : no contribution, I: Introduction, P: Profecient, A: Advanced )   |  |  |  | | --- | --- | --- | |  | **Program Learning Outcomes** | **Cont.** | | **1** | Discuss concepts and principles of physics. | I | | **2** | Conduct proper experiments safely and interpret the data in physics teaching physics. |  | | **3** | Use the results of recent education and subject-specific developmental research when designing, implementing and justifying their own practice as a teacher. |  | | **4** | Apply analytical and theoretical skills to model and solve physics problems. |  | | **5** | Identify students’ misconceptions and deal with them in classroom. | I | | **6** | Prepare physics lessons with appropriate learning materials and teaching methods. | I | | **7** | Effectively assess, plan, teach, organize, and manage physics classrooms. |  | | **8** | Use appropriate methods and techniques to improve students’ critical thinking, creative thinking and problem-solving skills in physics. |  | | **9** | Use required modern methods and techniques for student-centered teaching by considering individual and cultural differences of students. |  | | **10** | Effectively use a variety of teaching technologies and techniques and classroom strategies to foster student learning. |  | | **11** | Communicate effectively and work collaboratively within the context of a global society. |  | | **12** | Exhibit character and decision-making skills embodying professionalism and ethical behavior. |  | | | | **Prerequisites (Course Reading List and References):** | None. | | **Student's obligation (Special Requirements):** | Access to a computer with MS office installed in it. | | **Weekly Laboratory/Practice Plan:** | |  |  |  |  | | --- | --- | --- | --- | | **Week** | **Hour** | **Date** | **Topics** | | 1 | 2 | 13-17/12/2020 | Getting acquainted with MS Word | | 2 | 2 | 20-24/12/2020 | Create, Save, Open, Close, Share a word file. | |  |  |  |  | | 3 | 2 | 27-31/12/2020 | Navigation and Selection of Text | | 4 | 2 | 3-7/1/2021 | Using Copy, Paste, Undo, Redo | |  |  |  |  | | 5 | 2 | 10-14/1/2021 | Find, replace and go to. | | 6 | 2 | 17-21/1/2021 | Formatting documents (Font group) | |  |  |  |  | | 7 | 2 | 24-28/1/2021 | Formatting documents (paragraph group) | | 8 | 2 | 31/1-4/2/2021 | Insert (tables) | |  |  |  |  | | 9 | 2 | 7-11/2/2021 | Insert (picture, charts) | | 10 | 2 | 14-18/2/2021 | Insert revision. | |  |  |  |  | | 11 | 2 | 21-25/2/2021 | Midterm Exam | | 12 | 2 | 28/2-4/3/2021 | Academic writing (cover page, borders) | |  |  |  |  | | 13 | 2 | 7-11/3/2021 | Academic writing (table of content) | | | **Course Book/Textbook:** | \* Microsoft Word (2010) by Zambak publishing \* Microsoft (C) Digital Literacy program 2018 -Introduction To Computers By Peter Norton 6E (C.B), 2006 \* How Computers Work course by Khanacademy https://www.khanacademy.org/computing/computer-science/how-computers-work2 | | **Other Course Materials/References:** | Any material related to Information Technology, books, PDF, Video, Tutorials… | | **Teaching Methods (Forms of Teaching):** | Practical Sessions, Presentation, Assignments | | **COURSE EVALUATION CRITERIA**   |  |  |  | | --- | --- | --- | | **Method** | **Quantity** | **Percentage (%)** | | Participation | 1 | 5 | | Quiz | 2 | 5 | | Homework | 1 | 5 | | Project | 1 | 5 | | Midterm Exam(s) | 1 | 25 | | Laboratory | 2 | 5 | | Final Exam | 1 | 40 | | **Total** | | **100** | | **Examinations:**True-False, Fill in the Blanks, Multiple Choices, Matching |  |  | | | | **Extra Notes:** | | | **ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD**   |  |  |  |  | | --- | --- | --- | --- | | **Activities** | **Quantity** | **Workload Hours for 1 quantity\*** | **Total Workload** | | Theoretical Hours | 13 | 1 | 13 | | Practical Hours | 13 | 2 | 13 | | Final Exam | 1 | 6 | 6 | | Participation | 1 | 105 | 105 | | Quiz | 2 | 55 | 110 | | Homework | 1 | 2510 | 2510 | | Project | 1 |  | 0 | | Midterm Exam(s) | 1 |  | 0 | | Laboratory | 2 |  | 0 | | **Total Workload** | | | **2757** | | **ECTS Credit (Total workload/25)** | | | **110.28** | | |   **Peer review**   |  |  |  | | --- | --- | --- | | Signature: | Signature: | Signature: | | Name: | Name: | Name: | | Lecturer | Head of Department | Dean | |