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| **TISHK INTERNATIONAL UNIVERSITYFACULTY OF EDUCATIONDepartment of BIOLOGY EDUCATION,2020-2021 FallCourse Information for IT 103 INTRODUCTION TO INFORMATION TECHNOLOGY** |

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| --- | --- |
| **Course Name:** | INTRODUCTION TO INFORMATION TECHNOLOGY |
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| --- | --- | --- | --- | --- | --- |
| **Code** | **Regular Semester** | **Theoretical** | **Practical** | **Credits** | **ECTS** |
| IT 103 | 1 | 1 | 2 | 2 | 2 |

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| **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.iqTel: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 |

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| **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. |

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| **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. |  |

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| **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) |

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| **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 |  |  |

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| **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** |

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**Peer review**

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| --- | --- | --- |
| Signature: | Signature: | Signature: |
| Name: | Name: | Name: |
| Lecturer                                                                       | Head of Department                                                         | Dean |

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