



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

Introduction to Computer Course Syllabus			
Course Title	Introduction to Computer		
Course Code	CMP1200	No. of Credits	2
Department	All departments	Collage	All Colleges
Pre-requisites Course Code	Talent Science and Technology	Co-requisites Course Code	None
Course Coordinator(s)	Dr. Adnan Hadi Al-Helali (PhD)		
Email	adnan.hadi@komar.edu.iq	Office No. 208	IP No. 148
Other Course Teacher(s)/Tutor(s)	None		
Class Hours	Section 1 : Thursday from 8:00 to 9:50. Section 2 : Wednesday from 10:00 to 11:50. Section 3 : Wednesday from 14:00 to 15:50.		
Office Hours	Thursday from 11:00 to 12:00		
Course Type	<input type="checkbox"/> University Requirement		
Academic Year	<input type="checkbox"/> Spring Semester 2016		
COURSE DESCRIPTION			
<p>Introduction to Computer course is designed to familiarize students with computers and their applications. It will also emphasize the use of computers and technology throughout their university and future careers. Students will learn fundamental concepts of computer hardware and software, Microsoft Windows operating system and become familiar with a variety of computer applications, including word-processing, spreadsheets, and multimedia presentations. Students will also investigate Internet-based applications, working with email and learning how to browse the web. Coursework also includes activities that explore social and ethical issues related to computers.</p>			
COURSE OBJECTIVES			
<p>Introduction to Computer course is designed to teach students how to use computer applications as effective tools for problem solving and analyzing data. Students will be introduced to three different Microsoft Office applications with the basic concepts of computer hardware and software.</p> <p>Microsoft Word: A word processing application with features for creating technical reports including the ability to incorporate figures, equations, and tables.</p> <p>Microsoft Excel: A spreadsheet with tools for performing mathematical calculations, applying statistical measures, charting data, and filtering and highlighting data.</p> <p>Microsoft PowerPoint: An application for making presentations that effectively summarize and communicate statistical data and key results.</p> <p>The course is taught in labs with computers for each student so that everyone has the ability to learn and experiment in a hands-on environment. Throughout the course, we make extensive use of real-world datasets from a variety of disciplines. We continually stress the importance of critical thinking skills by asking students to consider the data they are analyzing and what their results represent. Most of the assignments, quizzes and exams used in</p>			



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

the course will be conducted in the lab using the computer devices.

COURSE LEARNING OUTCOMES

After participating in the course, the students should be able to:

1. **Identify** the basic computer components [ABET Program Outcome A, I, H, K].
2. **Recognize** Windows operating system environment [ABET Program Outcome A, I, H, K].
3. **Manipulate** and format reports using MS-Word [ABET Program Outcome A, I, H, K]
4. **Use simple functions** and analyze simple data with MS-Excel [ABET Program Outcome A, I, H, K].
5. **Create** simple presentation using MS-PowerPoint [ABET Program Outcome A, I, H, K]
6. **Define** the concept of the Network and the Internet [ABET Program Outcome A, I, H, K].

GUIDELINES ON GRADING POLICY

A	=	95	-	100	Points
A-	=	90	-	94	Points
B+	=	87	-	89	Points
B	=	83	-	86	Points
B-	=	80	-	82	Points
C+	=	75	-	79	Points
C	=	70	-	74	Points
C-	=	65	-	69	Points
D+	=	60	-	64	Points
D	=	55	-	59	Points
D-	=	50	-	54	Points
F	=	0	-	49	Points
W	Withdrawal				
I	Incomplete				

(60 is the passing grade. A 100 is your goal)

COURSE CONTENT

Course topics include:

1. Computer Hardware and peripheral devices.
2. System Applications and Software.
3. Getting started with windows 8.
4. Working with Windows settings, files and accounts.
5. Creating Microsoft Word document.
6. Formatting Microsoft Word document.
7. Finalizing Microsoft Word document.
8. Creating Microsoft Excel worksheet.
9. Formatting Microsoft Excel worksheet.
10. Finalizing Microsoft Excel worksheet.
11. Creating Microsoft PowerPoint presentation.
12. Formatting Microsoft PowerPoint presentation.
13. Finalizing Microsoft PowerPoint presentation.
14. Understanding computer network and working with emails.



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

COURSE TEACHING AND LEARNING ACTIVITIES

Course Teaching and Learning Activities: (short description)

Teaching Strategies

1. Lectures/Demonstrations.
2. Hands-on exercises.
3. Assignments.
4. Interactive class discussion.
5. Tests and quizzes.

Student Activities

Students must:

1. Read and comprehend the textbook material.
2. Attend all the classes and take notes on class discussions.
3. Actively participate in class discussions and activities.
4. Submit all the assignments and the project on time.
5. Pass tests and quizzes.

COURSE ASSESSMENT TOOLS

Assessment Tool	Description	Weight
Quizzes	Quizzes are scheduled as shown in the semester schedule. Students will take 5 quizzes. All the quizzes will be counted toward your final grade.	20%
Assignments and Participation	Two assignments will be conducted during the semester; each one will be given as scheduled and will be posted on Google Classroom.	10%
Midterm Exam	The midterm exam will be designed to cover the students' learning outcomes number 1, 2 and 3.	30%
Final Exam	The final exam will be designed to cover all the students' learning outcomes for this course. The exam will be close book, no materials are allowed except the one that will be given by the instructor.	40%

ESSENTIAL READINGS

Textbooks:

June Jamrich Parsons and Dan Oja. Practical Computer Literacy. 4th. Course Technology. 2013.



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

References:

1. David Pogue. Windows 8: The Missing Manual. 1st Edition, O'reilly. March 31, 2013.
2. Gary B. Shelly and Misty E. Vermaat. Discovering Computers 2011: Living in a Digital World – Complete. Shelly Cashman Series. 2011.
3. Gary B. Shelly and Misty E. Vermaat. Microsoft Office 2013: Introductory. Shelly Cashman Series. 2013.

COURSE POLICY (including plagiarism, academic honesty, attendance etc.)

Attendance Policy

Students are expected to attend all the classes for the entire semester. Students are responsible for material presented in lectures. Attendance is taken at the beginning of each class. Only students with official KUST absences, family crises, and illness are excused from class. This in no way cancels any responsibility for work due or assigned during absence. The student who misses more than 10 percent of the course classes will be placed on probation.

Make-up Policy

Because all examinations are announced in advance a zero will be assigned to any missed examination unless a student has a legitimate acceptable reason, such as illness, for not being able to take the examination during all the days when the examination was announced.

Academic Dishonesty

Any type of dishonesty (plagiarism, copying another's test or home-work, etc) will NOT be tolerated. Students found guilty of any type of academic dishonesty are subject to failure in this course, plus further punishment by the University Consul.

Deadlines/Due Dates

Recognizing that a large part of professional life is meeting deadlines, it is necessary to develop time management and organizational skills. Failure to meet the course deadlines will result in penalties.

GUIDELINES FOR SUCCESS

1. Work both independently and in groups of your study of peers, who can help you understanding the course material.
2. Pay a full attention in the class when your instructor explain the lesson, if you understand 70% directly from the instructor, then the 30% will be just practice exercises.
3. Understanding more than memorizing will help you a lot in passing exams.
4. Working many problems beyond the assigned homework will help mastering.
5. Ask a question when something is not clear.
6. Finally, attend every lecture and getting missed material is your responsibility.

E-MAIL ETIQUETTE OF COMMUNICATION

Please note the following in regards to e-mail communication:

1. It is your responsibility to update your Komar-email address daily for course updates. Faculty will not be able to contact you if you fail to have an email address and you could potentially miss important information about the course.
2. Email will only be answered if it comes from Komar-email address. Faculty will not respond to unprofessional email addresses.
3. Mail should have a subject heading which reflects the content of the message.
4. Your message should begin with an appropriate salutation, including the name of the person being addressed, and end with thanks followed by your full name of the sender.



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

5. Emails that do not follow the above guidelines, or are written in an unprofessional and / or disrespectful manner as well as anonymous emails will not be addressed.
6. Failure to check e-mail or Google classroom may result in you missing important assignments and subsequently affect your grade.

CELL PHONES

All cell phones are expected to be switched to vibrating mode if available and turned off completely if this feature is not an option. Disruption of class due to a cell phone will not be tolerated and the student will be asked to leave class. All other electronic equipment that the faculty member deems not essential to the provision of academic learning is prohibited from being used in class.

REVISION TO THE SYLLABUS

This syllabus is subject to change. It is the duty of the instructor to inform students of changes in a timely fashion after approval of Quality Assurance Office (QAO).



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

Course calendar: Please check the academic calendar for 2015/2016 (Subject to Change)

Week	Beg/End Dates	Topics (Chapters)	CLO	Course Requirements
1	Feb 28- Mar 3 2016	Course Introduction and Syllabus Explanation Chapter 1 <ul style="list-style-type: none"> • What is a computer? • How are computers classified? • Can computers connect to each other? • What are the components of a personal computer system? 	1	
2	Mar 6- Mar 10 2016	Chapter 1 and 2 <ul style="list-style-type: none"> • What's inside the system unit? • Computer storage devices? • What's the microprocessor? • What's the computer memory? • What factors affect computer speed, power and compatibility? 	1	Assignment #1 Learning Outcome 1
3	Mar 13- Mar 17 2016	Chapter 5 and 6 <ul style="list-style-type: none"> • How do I install and remove software? • Portable Software. • How do I start Windows 7? • What's on the Windows desktop? • How do I use task bar? • How do I use the start menu and search box? • Which version of Windows 7 do I have? • How do I access Windows 7 help? • Computer power menu. 	2	Quiz #1 Learning outcome 1
4	Mar 27- Mar 31 2016	Chapter 6 <ul style="list-style-type: none"> • What is the control panel? • How to change the display sitting? • How well is my computer performing? • What is Task manager? 	2	
5	Apr 4- Apr 7 2016	Chapter 7 <ul style="list-style-type: none"> • How do I change my user account settings? • Utility programs • What's important about file names, extensions, and types? • How do I share files? • How do I backup important files? 	2	



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

6	Apr 10- Apr 14 2016	<p>Chapter 9</p> <ul style="list-style-type: none"> • What's in the word program window? • What's in the document workspace? • How do I create a document? • How do I select text for editing? • How do I move, copy and delete texts? • How to undo and repeat typing • How do I check spelling, grammar and reliability? • How do I use the thesaurus and other research tools? • Can I search for text and make global changes? • How do I save a document? • How do I print a document? 	3	Assignment #2 Learning Outcome 2
7	Apr 17- Apr 21 2016	<p>Chapter 10</p> <ul style="list-style-type: none"> • How do I select different fonts, font size and text colors? • How do I apply bold, italic and underlining attributes? • How do I use the Font dialog box? • How do I center and align text? • How do I use styles? • How do I add numbering and bullets to a list? • How do I adjust line spacing? • How do I use tabs? • How do I indent text? • How do I work with outlines and other document views? • How do I create table? • Can I format a document into columns? 	3	Quiz #2 Learning Outcome 2
	Apr 22 – Apr 28 2016	Midterm Exam		
8	May 2- May 5 2016	<p>Chapter 11</p> <ul style="list-style-type: none"> • How do I create header and footer? • How do I insert page breaks and section breaks? • Can I insert photos into a document? • Can I insert line art into a document? • How do I set margins? • How do I save a document as webpage? • How do I convert a document into a PDF? • Can I track changes and insert comments in a document? • Is there a way to protect documents from unauthorized access? • What other features can I use to finalize my documents? 	3	



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

9	May 8- May 12 2016	Chapter 12 <ul style="list-style-type: none"> • What's in the excel window? • How do I enter labels? • How do I enter values? • How do I enter formulas? • How do I use functions? • How do I use auto sum button? 	4	Quiz #3 Learning Outcome 3
10	May 15- May 19 2016	Chapter 13 <ul style="list-style-type: none"> • How do I add borders and background colors? • How do I format worksheet data? • How do I use the format cells dialog box? • How do I adjust column and row size? • How do I enter and align cell contents? • How do I delete and insert rows and columns? • Can I use styles? • How do I manage multiple worksheets? 	4	
11	May 22- May 26 2016	Chapter 14 <ul style="list-style-type: none"> • Can I sort data in a worksheet? • How can I create a chart? • How do I modify a chart? • Can I add graphs to a worksheet? • How do I check spelling in a worksheet? • How do I control the page layout for a worksheet? • How do I set margins? • How do I add headers and footers to a worksheet? • How do I print work sheet? 	4	Quiz #4 Learning Outcome 4
12	May 29- June 2 2016	Chapter 15 <ul style="list-style-type: none"> • What's in the power point window? • How do I create a presentation • How do I add a slide • How do I add a bulleted list? • How do I add a graphic • How do I add a chart? • How do I add a table? • How do I work with multimedia elements such as video? 	5	
13	June 5-June 9 2016	Chapter 16 <ul style="list-style-type: none"> • How do I view a slide show? • How do I use the normal view 	5	Quiz #5 Learning Outcome 5



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY (KUST)

		<ul style="list-style-type: none">• How do I use the slide sorter view• How do I add transitions• How do I format text on a slide• How do I add animation effects to a bulleted list?• How do I check spelling in a presentation?• How do I work with speaker notes?• How do I print handouts?		
14	June 12-June 16 2016	Chapter 17 <ul style="list-style-type: none">• What is a computer network?• What are the roles of clients and servers on a network?• How do we classify computer networks?	6	
15	June 19-June 23 2016	Review		
	June 24- June 30 2016	Final Exam		

Signature:

Adnan Hadi Mahdi Al-Helali (PhD)
Course Instructor