TISHK INTERNATIONAL UNIVERSITY
FACULTY OF ENGINEERING
Department of CIVIL ENGINEERING,
2020-2021 Spring
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	3

Name of Lecturer(s)-Academic Title:	Asma Abdulmajed Mustafa -
Teaching Assistant:	NA
Course Language:	English
Course Type:	Main
Office Hours	THU 12.30-3.30 p.m
Contact Email:	asmaa.abdulmajed@tiu.edu.iq Tel:0000
Teacher's academic profile:	
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	28/3-1/4/2021	Introduction about the course
2	1	4-8/4/2021	What makes a computer computer?
3	1	11-15/4/2021	Main functions that a computer do.
4	1	18-22/4/2021	Binary and data. How the computer actually work.
5	1	25-29/4/2021	Midterm Exam
6	1	2-6/5/2021	Binary and data. How the computer actually work.
7	1	9-11/5/2021	Computer parts (input, output)
8	1	16-20/5/2021	Midterm Exam
9	1	23-27/5/2021	Computer parts (motherboard, ports)
10	1	30/5-3/6/2021	Mouse/Pad and Keyboard
11	1	6-10/6/2021	Hardware, Software
12	1	13-17/6/2021	Operating System

13	1	20-24/6/2021	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	Apply principles of mathematics, science, and engineering	I
2	Design and conduct experiments, as well as analyze and interpret data accurately.	
3	Design an engineering system, component, or process to meet desired industrial needs.	
4	Identify, formulate and solve complex engineering problems	
5	Apply, in design and construction, the most modern design codes, standards and specifications such as; AISC, ACI, ASCE 7, IBC, etc.	I
6	Use the techniques, skills, and modern engineering tools, such as surveying instruments, and designing software that are necessary for engineering practices.	I
7	Apply knowledge and skills in construction project management and recognition of international standards and methodologies	
8	Manage to work with multi-disciplinary teams and communicate effectively.	
9	Identify the moral values that ought to guide the Civil Engineering profession and resolve the moral issues in the profession.	
10	Apply the principles of sustainable development in their professional duties which go in line with the paramount safety, health and welfare of the public.	
11	Analyze the impact of engineering solutions in a global and social context	
12	Identify the need and have the ability to engage in lifelong learning and knowledge of contemporary issues.	

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	28/3-1/4/2021	Getting acquainted with MS Word
2	2	4-8/4/2021	Create, Save, Open, Close, Share a word file.
3	2	11-15/4/2021	Navigation and Selection of Text
4	2	18-22/4/2021	Using Copy, Paste, Undo, Redo
5	2	25-29/4/2021	Midterm Exam
6	2	2-6/5/2021	Find, replace and go to.
7	2	9-11/5/2021	Formatting documents (Font group)
8	2	16-20/5/2021	Formatting documents (paragraph group)
9	2	23-27/5/2021	Insert (tables, picture, charts)
10	2	30/5-3/6/2021	Academic writing (cover page, borders)
11	2	6-10/6/2021	Academic writing (table of content)
12	2	13-17/6/2021	Academic writing (table of content)
13	2	20-24/6/2021	Final Exam

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):	Lectures, Practical Sessions, Excersises, Assignments

COURSE EVALUATION CRITERIA

Method	Quantity	Percentage (%)
Participation	1	5
Homework	1	15
Midterm Exam(s)	1	20
Lab/Practical Exam(s)	1	20
Final Exam	1	40
Total		**100**

Examinations: Essay Questions, 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	2	2
Participation	1	42	42
Homework	1	2	2
Midterm Exam(s)	1	1	1
Lab/Practical Exam(s)	1	1	1
Total Workload			**74**
ECTS Credit (Total workload/25)			**2.96**

Peer review

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