



Course Information Form

Code	ITBIS105	Title	Elementary Computing (for Arts & Education Students)	Credit Hours	3-0-3
Pre/co-requisites	None		Web Page	http://khuzaimaj.weebly.com	
Course Instructor	Email		Office/Office Hours	Course Coordinator	
Mr. Khuzaima Jallad	kjallad@uob.edu.bh		S20C-129/ UTH 11 – 12	Dr. Suad Almualla	

Course Description

This course introduces students to computers topics: components of the system unit, storage, internet, world wide web www, and briefly explore multimedia concepts. It covers topics that illustrate how computers are being used in business, science, engineering, medicine, economics and social areas of human activity. It explores common software applications used in problem solving, communication, and making informed decisions, including word processors, presentation software, and electronic spreadsheets.

Course Learning Objectives (CLOs)

1. Obtain a comprehensive understanding of modern digital computers, mainly personal computers;
2. Understand the basic structure of a computer system;
3. Explain the meaning of common computer related terminology;
4. Critically evaluate recent technological developments;
5. Look into the interdisciplinary nature of computing today;
6. Note some of the social implications surrounding computer technology in today's world;
7. Learn how to use some practical software applications;
8. Demonstrate proficiency in creating email accounts, processed documents, spreadsheets, presentations, and online forms.

Program Learning Outcomes (PLOs)

- a) An ability to apply knowledge of computing and mathematics appropriate to the discipline.
- b) An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
- c) An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- d) An ability to function effectively on teams to accomplish a common goal.
- e) An understanding of professional, ethical, legal, security, and social issues and responsibilities.
- f) An ability to communicate effectively with a range of audiences.
- g) An ability to analyze the local global impact of computing on individuals, organizations, and society.
- h) Recognition of the need for and an ability to engage in continuing professional development.
- i) An ability to use current techniques, skills, and tools necessary for computing practice.
- j) An understanding of process that support the delivery and management of information systems within a specific application environment.

Prerequisite Skills

The student is expected to be able to read, type, use productivity software and navigate through the internet easily. He is expected to have basic computer skills (for success File Management, Windows Explorer, My Computer, Folders and Start!) at a level commensurate with college bound high school graduates.

Textbook

1. ITBIS105: Elementary Computing Course material. ITBIS 105, BIS 102 & BIS 202 Assignment Package.
2. Students can refer to Microsoft Office Help and to YouTube and the internet.
3. Additional handouts distributed in class.

Reference

- Discovering Computers 2008, Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Complete, Thomson Course Technology, 2008, ISBN 13: 978-1-4239-1205-7
- Technology in Action, Alan Evans, Kendall Martin, Mary Anne Poatsy, Complete, Pearson, 2010, ISBN 13: 978-0-13-504627
- Microsoft Office Help and How-To Tools

Supplies

Students will need Flash Memory

Course Assessments

Project 15% Word Report + 15% PowerPoint + 5% Presentation	Practical Test MS Excel	Theoretical Test Computer Literacy
35%	30%	35%

Important Dates

Project	Test1	Test 2
Week 8 20-24 Apr 2014	Around Week 12 & 13 To be announced	Week16 To be announced

General Notes

- Attendance is required and if you miss the class it is your responsibility to make arrangement with other students for the class note.
- The course outline is a plan and is subject to change. Students are responsible for learning of any changes to the plan that is announced in the class- even if they are absent.
- EXAM POLICY: Each student is required to take all tests at the scheduled times. All exceptions must be cleared with the instructor prior to the test time. Tests missed for insufficient reason will be assigned a score of zero.
- THERE WILL BE NO MAKE UP TESTS, unless approved by the course instructor and the chairperson of the department, this is only under strict rules and valid excuses.
- GRADES and CORRECTIONS: Scores will be posted on the instructor's web site. The correction of any errors in recording of grades must be initiated within 7 days of posting of the grades or return of the test. If there is a discrepancy you must inform the instructor in order for the recorded score to be adjusted.

Course Weekly Breakdown*

Week	Date	Topics to be Covered	Notes	Tests & Submissions	
1	16-20 Feb	Introduction to the course	Exercises 1, 2		
2	23-27 Feb	MS Office Word	Exercises 3, 4, 5		
3	2-6 Mar	MS Office Word	learning how to create automatic table of contents		
4	9-13 Mar	MS Office Word	Exercises 7, 8		
5	16-20 Mar	MS Office Word	Project tips		
6	23-27 Mar	MS Office PowerPoint	Exercises 1, 2, 3, 4		
7	30 Mar – 3 Apr	MS Office PowerPoint	Exercises 5, 6, 7, 8		
8	6-10 Apr	Submission of Projects and Presentations		Project Submission & Presentations	
9	13-17 Apr	Students' Midterm Break			
10	20-24 Apr	MS Office Excel	Exercises 1, 2, 3, 4		
11	27 Apr -1 May	MS Office Excel	Exercises 5, 6, 7, 8 1 May is labor day holiday		
12	4-8 May	MS Office Excel	Exercises 9, 10, 11		
13	10-15 May	Excel Test		Excel Test Test 1	
14	18-22 May	Chapter 1, 2 and 3	Last day of withdrawal is 20 May		
15	25-29 May	Chapter 4, 5 and 6			
16	1-5 June	Theoretical Test – Test 2		Theory Test Test 2	

* Subject to change during the course time

Practical Part Coverage

MS Word

1. Provide the introduction to the concept of word processing (create, save, print, copy and paste)
2. Basics: Interface (Menus, Toolbars, Task Pane, etc.)
3. Covers the use of the drawing tools provided by word
4. Format text such as changing font type and style (Paragraph, text alignment, margins, paragraph and line spacing, ordered and unordered lists “bullets and numbering”, Tabs)
5. Styles: Font face, Size, Bold, Italic, Underline, Color and Highlight, Columns
6. Demonstrates the use of tables in documents (create tables, change row height and column widths as well as borders and shading). Table Insertion (Rows, Columns, Cells Merging and Splitting, Alignment, Border and Shading)
7. Page Layout: Border, Background Colors, Picture/Text Watermark
8. Addresses the use of page headers and footers, Drop Cap
9. Spelling and Grammar Checking and the importing of pictures
10. Insert WordArt, Clipart, AutoShape, Clipart Layouts, Symbols, Date

MS PowerPoint

1. Basics: Learn to create a presentation with Microsoft PowerPoint
 - Create slides for many purposes
 - Learn to edit your presentation, add symbols
 - Import graphics, clipart into your slide show
 - Learn to move through your slide presentation, header and footer
2. Understand design considerations for a presentation
 - Learn to format a presentation, text and paragraph formats, ordered and unordered Lists
 - Insert table (merge and split cells, cell alignment, borders and shading)
 - Charts, chart types, options
 - Add animation, transition effects, action buttons, etc.

MS Excel

- Define Column/Row Headers, choose type formats, include date, Apply auto-format
- Use Bold and Color to designate labels or to assist with reading data Cells, Word wrap within a cell
- Display consistent number of decimal places, line up decimal points, choose appropriate row/column widths
- Formulas - perform calculations (maximum, minimum, average, count and sum, if, countIf, sumIf)
- Functions - stored formulas, vertical/horizontal lookup functions
- Absolute cell referencing, Insert charts
- Setup into pages for printing, select orientation, margins, center on page, add header/footer, landscape or portrait

Internet Applications

- Use the UOB student email service