# Daffodil International University

## Faculty of Humanities and Social Sciences
### Department of English

### Course Outline [OBE Guided]
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**Course Code**: COF 101                                    **Credits**: 3

**Course Title**: Computer Fundamentals

**Total Marks:** 100

Continuous Formative Evaluation: 60            Final Examination/Summative Evaluation: 40

## Course Description:

This course aims to familiarize students with computers and their applications. This course is designed to prepare the students for getting access to the world of information and communication technology.

## Course Learning Outcomes: (at the end of the course, students will be able to:)

| | |
|---|---|
| CLO1 | classify types of computers, identify and explain different types of hardware, explain how software works, define and illustrate different functions of Windows OS, solve OS related problems. |
| CLO2 | demonstrate any website, demonstrate successful communication using email system, demonstrate learning process in online learning platform/s. |
| CLO3 | identify and demonstrate different functions of Word and PowerPoint applicants, identify and demonstrate different functions of Adobe Photoshop and Adobe Illustrator, create a successful document by selecting the appropriate methods and functions. |

## Mapping of Course Learning Outcomes to Program Learning Outcomes [attainment level used for CLO's from 1(weak)-3(strong) correlation]

| CLO's | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | PLO10 | PLO11 | PLO12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CLO1 | | | 3 | | | | 2 | | | | 3 | 3 |
| CLO2 | | 3 | 3 | | | | 3 | | | | 3 | 3 |
| CLO3 | | | 3 | | | | 2 | | | | 3 | 3 |

## Teaching and Learning Activities (TLA):

| TLA1 | Interactive discussion using white board / multimedia |
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| TLA2 | Active discussion in class (online/onsite) regarding the phonemic inventories and articulation processes of speech sounds using free educational apps/web resources |
| TLA3 | Quiz, Assignment and Presentation on phonemic analysis through realia/case study/interactive media |
| TLA4 | Evaluation of class performances to reach each student in a class for every topic |

## Teaching Learning Strategies (TLS):

| TLS1 | Lecture |
|---|---|
| TLS2 | Discussion, Q/A |
| TLS3 | Task-based learning and teaching |
| TLS4 | Learning from web resources/interactive media (e.g. H5P/ interactive presentation software) |
| TLS5 | Problem solving and discovery learning via realia |
| TLS6 | Illustrations |

## Course Delivery Plan/Lesson Delivery Plan:

| Week/Lesson (hour) | Discussion Topic and Book Reference | Student Activities during Online and Onsite and TLA | Mapping with CLO |
|---|---|---|---|
| **Week-1**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Needs to know functionalities of a computer, Application of a computer, Generation of a computer, types of computers.<br>Course introduction and a quick quiz about the course using a web source<br>[Text Book-N/A] [Online Content-1] | Online/Onsite, Discussion Using the course plan<br>**TLA1,TLA3,TLS2, TLS4** | CLO1 |
| | **Lesson 2:** Needs to know about CPU, Input devices, Output Devices.<br> [Text Book-N/A] [Online Content-1] | Online/Onsite, Discussion Using PPT, Video<br>**TLA1, TLA2, TLS1, TLS2, TLS4** | CLO1 |
| **Week-2**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Needs to know about Memory, RAM, ROM, Motherboard.<br>[Text Book-N/A][Online Content-1] | Online/Onsite, Discussion Using Interactive content e.g. Voice over, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 |
| | **Lesson 2:** Identify and explain different types of hardware, Relationship between Hardware and Software.<br>[Text Book-N/A] [Online Content-1] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS2, TLS3, TLS4, TLS6** | CLO1 |
| **Week-3**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Needs to know the types of software and explain how software works.<br>[Text Book-N/A][Online Content-1 | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS2, TLS4. TLS6** | CLO1 |
| | **Lesson 2:** Define Intranet and Internet, distinguish between intranet and internet.<br><br>[Online Content-1] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS2, TLS4. TLS6** | CLO1 |

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| **Week-4**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Define and illustrate different functions of Windows OS, types of OS.<br>[Text Book-N/A] [Online Content-2] | Online/Onsite, Discussion Using PPT, Video<br>**TLA1, TLA4, TLS1, TLS2, TLS4, TLS6** | CLO1 |
| | **Lesson 2:** Installing windows 10. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS2, TLS4, TLS6** | CLO1 |
| **Quiz-1** | | | |
| **Week-5**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Internet: Students will be able to demonstrate any website.<br> [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA4, TLS1, TLS3, TLS6** | CLO1<br>CLO2 |
| | **Lesson 2:** Email: Students will be able to demonstrate successful communication using email systems.<br>[Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS3, TLS6** | CLO1<br>CLO2 |
| **Week-6**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Online learning platform: Introduction to Blended Learning Center(BLC). | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA1, TLA2, TLA4, TLS1, TLS3, TLS6** | CLO1<br>CLO2 |
| | **Lesson 2:** Demonstrate learning process in online learning platform/s. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA4, TLS1, TLS3, TLS6** | CLO1<br>CLO2 |

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| **Week-7**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** BLC: Participation in Quiz, Assignment, Group Study.<br>[Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA4, TLS2, TLS4** | CLO1<br>CLO2 |
| | **Lesson 2:** BLC: Discussion on Interactive learning.<br>[Text Book- N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA4, TLS2, TLS4, TLS5** | CLO1<br>CLO2 |
| **Week-8**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Discussion on Google Classroom [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA3, TLS2, TLS4, TLS5** | CLO1<br>CL02 |
| | **Lesson 1:** Comparative analysis of BLC and Google Classroom.<br>[Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA3, TLS2, TLS4, TLS5** | CLO1<br>CL02 |
| **Quiz 2** | | | |
| **Week-9**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Microsoft Word: Word Basics- (Create a new document, Open an existing document, Save, Save as, Ribbon, Quick Access Toolbar, Backstage view)<br>[Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video<br>**TLA2, TLA3, TLS2, TLS5, TLS6** | CLO1<br>CL03 |
| | **Lesson 2:** Microsoft Word: Working with Text (how to cut, copy, and paste; ability to add, delete, and move; Formatted text- including font, size, and color; how to modify existing bullets, insert new bulleted and numbered lists, select symbols as bullets, and format multilevel lists; Adding hyperlinks) | Online/Onsite, Discussion Using PPT, Video<br>**TLA1, TLA2, TLA3, TLA4, TLS2, TLS4, TLS6** | CLO1<br>CL03 |

| | [Text Book-N/A] | | |
|---|---|---|---|
| Week – 10: Midterm Examination <br> Syllabus: Week 1 – Week 8 | | | |
| **Week-11** <br><br> Lesson 1 & 2 <br> [2 Hours] | **Lesson 1:** Microsoft Word: Layout and Printing. <br> [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video <br> **TLA1, TLA4, TLS1, TLS2, TLS4** | CLO1 <br> CL03 |
| | **Lesson 2:** Microsoft Word: Working with Objects(Pictures, Tables, Charts). [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video <br> **TLA1, TLA4, TLS1, TLS2, TLS3, TLS4** | CLO1 <br> CL03 |
| Assignment Submission | | | |
| **Week-12** <br><br> Lesson 1 & 2 <br> [2 Hours] | **Lesson 1:** Microsoft Powerpoint: PowerPoint Basics(Getting start with powerpoints, Creating and opening powerpoints, Saving powerpoints) <br><br> [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video <br> **TLA1, TLA2, TLS1, TLS2, TLS3, TLS4** | CLO1 <br> CL03 |
| | **Lesson 2:** Microsoft Powerpoint: (Working with Slides: Text Basics- how to cut, copy, paste, and format tex; presenting slides) <br> [Text Book-2] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video <br> **TLA1, TLA2, TLA4, TLS1, TLS2, TLS5, TLS6** | CLO1 <br> CL03 |
| **Week-13** <br><br> Lesson 1 & 2 <br> [2 Hours] | **Lesson 1:** Microsoft Powerpoints: Text and Objects(Lists, Inserting Pictures, Animating Texts and Objects) <br> [Text Book-N/A] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video <br> **TLA2, TLA3, TLS3, TL S5, TLS6** | CLO1 <br> CL03 |

| | | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLS1, TLS2, TLS4** | CLO1 CLO3 |
|---|---|---|---|
| **Week-14**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 2:** Microsoft Powerpoints: Inserting Videos, Interesting Audios, Charts<br>[Text Book-2] | | |
| | **Lesson 1:** Create a successful document using Microsoft Word. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4, TLS6** | CLO1 CLO3 |
| | **Lesson 2:** Create successful powerpoints slides using Microsoft Powerpoints. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4, TLS6** | CLO1 CLO3 |
| **Week-15**<br><br>Lesson 1 & 2<br>[2 Hours] | **Lesson 1:** Identify and demonstrate different functions of Adobe Photoshop. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| | **Lesson 2:** Identify and demonstrate different functions of Adobe Illustrator. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| **Week-16**<br><br>Lesson 1 & 2<br>[2 hours] | **Lesson 1:** Create a successful project using Adobe Photoshop. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA3, TLA4, TLS1, TLS2, TLS3, TLS4, TLS5** | CLO1 CLO3 |

| | | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | |
|---|---|---|---|
| | **Lesson 2:** Create a successful project using Adobe Illustrator. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| **Week-17** Lesson 1 & 2 [2 Hours] | **Lesson 1:** Review on Computer Fundamentals. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| | **Lesson 2:** Review on Internet, Email and BLC. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| **Week-18** Lesson 1 & 2 [2 Hours] | **Lesson 1:** Review on Microsoft Word, Microsoft Powerpoints. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| | **Lesson 2: Review on** Adobe Photoshop, Adobe Illustrator. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4** | CLO1 CLO3 |
| **Presentation** | | | |
| **Week-19** Lesson 1 & 2 [2 Hours] | **Lesson 1:** Topics will be selected by Course Teacher. [Text Book-2] | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLA4, TLS1, TLS2, TLS4, TLS5** | CLO1 CLO2 CLO3 |

| | **Lesson 2:** Topics will be selected by Course Teacher. | Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLS1, TLS2** | CLO1 CL02 CLO3 |
|---|---|---|---|
| | **Week – 20: Final Examination**<br>**Syllabus: Week 11 – Week 19** | | |

### Textbooks:

1. Adobe Creative Team. *Adobe Premiere Pro CS6 Classroom in a Book*. Adobe Press, 2013.
2. Bott, Ed, and Carl Siechert. *Microsoft Office 2010 Inside Out*. Microsoft Press, 2010.
3. Carpenter, Tom. *Microsoft Windows Operating System Essentials*. John Wiley & Sons, 2012.
4. Gilster, Ron. *PC Hardware: A Beginner's Guide*. McGraw-Hill Education, 2001.
5. Smith, Jennifer, and AGI Creative Team. *Adobe Illustrator CS6 Digital Classroom*. John Wiley & Sons, 2012.

### References Online Content:

1. https://www.tutorialspoint.com/computer_fundamentals/index.htm
2. https://www.tutorialspoint.com/operating_system/index.htm

### Continuous Formative Evaluation – Breakup (Theory) [60 marks]

| Bloom's Criteria | Attendance (07) | Class Test (15) | Assignment (05) | Presentation (08) | Mid Exam (25) |
|---|---|---|---|---|---|
| Remember | | | | | |
| Understand | | 05 | 01 | | 03 |
| Apply | | 05 | 01 | 02 | 06 |
| Analyze | | 03 | | 02 | 06 |
| Evaluate | | 02 | 01 | 02 | 06 |
| Create | | | 02 | 02 | 04 |

**Final Examination/ Summative Evaluation [40 marks]**

| Bloom Criteria | Score for the Test |
|---|---|
| Remember | 03 |

| | |
|---|---|
| Understand | 05 |
| Apply | 08 |
| Analyze | 08 |
| Evaluate | 08 |
| Create | 08 |