Daffodil International University

Faculty of Humanities and Social Sciences

Department of English

Course Outline [OBE Guided]

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

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

Week-7 Lesson 1 & 2 [2 Hours]	**Lesson 1:** BLC: Participation in Quiz, Assignment, Group Study. [Text Book-N/A]	Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA2, TLA4, TLS2, TLS4**	CLO1 CLO2
	Lesson 2: BLC: Discussion on Interactive learning. [Text Book- N/A]	Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA2, TLA4, TLS2, TLS4, TLS5**	CLO1 CLO2
Week-8 Lesson 1 & 2 [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 **TLA2, TLA3, TLS2, TLS4, TLS5**	CLO1 CL02
	Lesson 1: Comparative analysis of BLC and Google Classroom. [Text Book-N/A]	Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA2, TLA3, TLS2, TLS4, TLS5**	CLO1 CL02
Quiz 2			
Week-9 Lesson 1 & 2 [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) [Text Book-N/A]	Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA2, TLA3, TLS2, TLS5, TLS6**	CLO1 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 **TLA1, TLA2, TLA3, TLA4, TLS2, TLS4, TLS6**	CLO1 CL03

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

	Lesson 2: Microsoft Powerpoints: Inserting Videos, Interesting Audios, Charts [Text Book-2]	Online/Onsite, Discussion Using Interactive content e.g. Voice over PPT, PPT, Video **TLA1, TLA2, TLS1, TLS2, TLS4**	CLO1 CLO3
Week-14 Lesson 1 & 2 [2 Hours]	**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 Lesson 1 & 2 [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 Lesson 1 & 2 [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

	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 **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