



**College of Information Technology**  
**Department of Information Technology**  
**COURSE SYLLABUS/ SPECIFICATION**

**Course Code & Title:** ITCS 101 - Introduction to Computers and IT

**Weight:** (2 - 2 - 3)

**Prerequisite:** None

**NQF Level Allocated:** Level 6

**NQF Notional Hours / Credits:** 120 notional hours/ 12 NQF credit

**Description:** This course is an introduction to computer and information technology. It introduces computers (their uses, development, components, hardware and software) to the students and to teach them how to use MS Office.

**Objective:**

1. To provide an introduction to the basic concepts of computers and information processing.
2. To describe the set of programs that lies between application software and the computer hardware with its type.
3. To explain the job of the most important component in computer (CPU) that helps to run instruction in it.
4. To identify and describe the most important software for editing, storing, retrieving and printing data.
5. To explore the basic security threats and techniques to prevent them.
6. To create awareness of the basics of computers and the internet with emphasis on online information and service resources.
7. To recognize green techniques, equipment and processes
8. Gain facility in the use of Microsoft Office (WORD/EXCEL) leading to professional certification acquisition

**Semester:**

**Instructor (s):**

**Office Telephone:**

**Email (s):**

### Intended Learning Outcomes (ILOs):

A. Knowledge and Understanding		NQF Descriptor/ Level
A1	<b>Concepts and Theories:</b> Demonstrate a broad knowledge of principles and theories of computers and Information Technology following the latest developments.	Knowledge- Theoretical Understanding (Level 6)
A2	<b>Contemporary Trends, Problems and Research:</b>	N/A
A3	<b>Professional Responsibility:</b>	N/A

B. Subject-specific Skills		NQF Descriptor/ Level
B1	<b>Problem Solving:</b> Use a range of numerical in combination to solve specific computational problems.	Skills- Communication, ICT and Numeracy (level 6)
B2	<b>Modeling and Design:</b>	N/A
B3	<b>Application of Methods and Tools:</b> Gain aptitude in the use of productivity software (Computer Essentials/Online essentials/Word/Excel)	Knowledge Practical Application (level 6)

C. Critical-Thinking Skills		NQF Descriptor/ Level
C1	<b>Analytic Skills:</b> Evaluate arguments, information and ideas germane to alternative technologies and computational methods.	Skills- Generic, Problem Solving and Analytical Skills (level 6)
C2	<b>Synthetic:</b>	N/A
C3	<b>Creative Thinking and innovation:</b>	N/A

D. General and Transferable Skills (other skills relevant to employability and personal development)		NQF Descriptor/ Level
D1	<b>Communication:</b> Convey complex ideas, conventionally and electronically, in a well-structured and coherent form using MS Software and cultivate presentational skills in a range of contexts involving developing creative posters, memos, advertisement, birthday cards and business cards	Skills, Communication and ICT & Numeracy (level 6)
D2	<b>Teamwork and Leadership:</b>	N/A
D3	<b>Organizational and Developmental Skills:</b> Organize information systematically involving, for instance the use of automated table of contents and update table of contents page numbers and files automatically.	Competence: Autonomy, Responsibility and context ( level 6)
D4	<b>Ethics and Social Responsibility:</b> Gain an appreciation of ethics in the realm of information technology, for example, in terms of data confidentiality and integrity of data. Understand socially irresponsible behavior inherent in hacking and phishing, juxtaposed with socially responsible behavior involving green IT technologies, in gaining a comprehensive world view of the role of ethics in the life of the IT professional.	Competence: Autonomy, Responsibility and context (level 6)

### Course Structure (Outline)

Week	Hours		ILOs	Topics	Teaching Method	Assessment Method
	Lecture	Lab				
1	2	2	A1, B1	Syllabus, Introduction, and Creating Moodle accounts. <b>Computer Essentials</b> 1.1 ICT 1.2 Hardware	Lecture/ Lab Demonstration	Oral Participation
2	2	2	A1, B3,	<b>Computer Essentials</b> 1.3 Software and Licensing 1.4 Start Up, Shut Down 2.1 Desktop and Icons 2.2 Using Windows 2.3 Tools and Settings	Lecture/ Lab Demonstration /Class Discussion	Oral Participation
3	2	2	A1, B3	<b>Computer Essentials</b> 3.1 Working with Text 3.2 Printing 4.1 Introducing Files and Folders 4.2 Organizing Files and Folders	Lecture/ Lab Demonstration	Oral Participation
4	2	2	A1, B3, D1, D4	<b>Computer Essentials</b> 5.1 Network Concepts 6.1 Protecting Data and Devices 6.2 Malware	Lecture/ Lab Demonstration /Class Discussion	Oral Participation  / <b>ICDL Test 1</b>
5	2	2	A1, B3, D1, D4	<b>Online Essentials</b> 1.1 Key Concepts 1.2 Security and Safety 2.1 Using the Web Browser 2.2 Tools and Settings 2.3 Bookmarks 2.4 Web Outputs	Lecture/ Lab Demonstration	Oral Participation
6	2	2	A1, B3, C1, D1, D4	<b>Online Essentials</b> 3.1 Search 3.2 Critical Evaluation 3.3 Copyright, Data Protection 4.1 Online Communities 4.2 Communication 4.3 E-mail Concepts	Lecture/ Lab Demonstration /Class Discussion	Oral Participation
7	2	2	A1, B3, D1, D4	<b>Online Essentials</b> 5.1 Sending E-mail 5.2 Receiving E-mail 5.3 Tools and Settings 5.4 Organising E-mails 5.5 Using Calendars	Lecture/ Lab Demonstration	Oral Participation  / <b>ICDL Test 2</b>
8	2	2	A1, B3, D1	<b>Word Processing</b> 1.1 Working with Documents 1.2 Enhancing Productivity 2.1 Enter Text 2.2 Select and Edit	Lecture/ Lab Demonstration /Class Discussion	Oral Participation

9	2	2	A1, B3, C1, D1	<b>Word Processing</b> 3.1 Text 3.2 Paragraphs 3.3 Styles 4.1 Table Creation 4.2 Table Formatting 4.3 Graphical Objects	Lecture/ Lab Demonstration /Class Discussion	Oral Participation
10	2	2	A1, B3, C1, D1	<b>Word Processing</b> 5.1 Preparation 5.2 Outputs 6.1 Setup 6.2 Check and Print	Lecture/ Lab Demonstration /Class Discussion	Oral Participation
11	2	2	A1, B1, B3, C1, D1, D3	<b>Spreadsheets</b> 1.1 Working with Spreadsheets 1.2 Enhancing Productivity 2.1 Insert, Select 2.2 Edit, Sort 2.3 Copy, Move, Delete	Lecture/ Lab Demonstration /Class Discussion	Oral Participation / <b>ICDL Test 3</b>
12	2	2	A1, B1, B3, C1, D1	<b>Spreadsheets</b> 3.1 Rows and Columns 3.2 Worksheets 4.1 Arithmetic Formulas 4.2 Functions	Lecture/ Lab Demonstration /Class Discussion	Oral Participation
13	2	2	A1, B1, B3, C1, D4	<b>Spreadsheets</b> 5.1 Numbers/Dates 5.2 Contents 5.3 Alignment, Border Effects 6.1 Create 6.2 Edit	Lecture/ Lab Demonstration /Class Discussion	Oral Participation / <b>Written Test</b>
14	2	2	A1, B1, B3, C1, D1	<b>Spreadsheets</b> 7.1 Setup 7.2 Check and Print		Oral Participation
15	2	2		<b>Revision</b>		
16	2	-	A1, B1, B3, C1, D3	<b>Spreadsheets</b>		/ <b>ICDL Test 4</b>

**Teaching Materials:**

<b>Textbook(s):</b>	Four Original ICDL textbooks (Computer Essentials, Online Essentials, MS Word and MS Excel) in addition to Tutorials created by ITCS101 instructors.
<b>Handout(s):</b>	Available on <a href="http://www.ahlia.edu.bh/moodle">http://www.ahlia.edu.bh/moodle</a> .
<b>Reference(s):</b>	Timothy J.O' Leary/Linda I O' Leary /Denial A' Leary, Computers Essentials 2015, McGraw- HILL International, 2015.

**Assessment**

<b>Method of Assessment</b>	<b>Description</b>	<b>Learning Outcomes</b>	<b>Weighting</b>
ICDL Test 1	The student will be evaluated through ICDL test focusing on Computer Essentials according to ICDL professional certification modules.	A1, B1, D3	20%
ICDL Test 2	This ICDL exam will assess the students in Online Essentials according to ICDL professional certification modules.	A1, C1, D3, D4	20%
ICDL Test 3	The student will be assessed on their practical application according to ICDL professional certification modules. The student is expected be familiarized with MS Word functionalities, which will be assessed online through accredited center BIET	A1, B3, D1, D3	20%
ICDL Test 4	The student will be assessed on their practical application and numerical skills according to ICDL professional certification modules. The student is expected be familiarized with MS Excel functionalities, which will be assessed online through accredited center BIET	A1, B1, B3, C1, D3	20%
Written Test	This is a theoretical exam which will assess the student overall knowledge, understanding and evaluate computational methods and draw conclusions with respect to technological methods and gadgets.	A1, C1, D4	20%
	Over all		100%

**Admissions**

<b>Minimum number of students</b>	5
<b>Maximum number of students</b>	20

**Ahlia University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see [www.ahlia.edu.bh/integrity](http://www.ahlia.edu.bh/integrity) for more information).**