



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

The first private university in Bangladesh

School of Business

Department of Management

Course Name:	Introduction to Computers
Course Code & Section No:	MIS 105
Semester:	Summer 2015

INSTRUCTOR & DEPARTMENT INFORMATION

1. Instructor Name:	Md. Mahbubul Alam, PhD
2. Office Room	NAC 864
3. Office Hours:	MW 12.30-1.30 pm
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6. Department:	Management
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COURSE & SECTION INFORMATION

Class Time & Location	MW 4.20-5.50 pm, NAC 506
Course Prerequisite(s)	None
Course Credit	3:0
Course Description	This course provides a general understanding of computer applications and functions of the components of a computer system. Topics include components of computer system, concepts of software; introduction to operating systems; history of computer languages; programming fundamentals; concepts of Databases; internet technology and the world wide web. This course will also include lab sessions providing functional orientation to word processing, spreadsheet and presentation, and database and web pages design.
Course Objectives	<ul style="list-style-type: none">• Introduce the computer systems with emphasize on various components of computer systems such as hardware and software• Discuss the functionality of computer systems, computer applications, computer programming, databases, internet and the world wide web• Practically instruct about computer environments and applications like MS-DOS, Windows, MS Excel, MS Power Point, Database

Students Learning Outcomes	<p>After finishing this course students should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the understanding about application software and practically use those in solving specific problems. 2. Describe the functionalities of different components of computers and operating systems. 3. Recall how telecommunication devices connect computer systems. 4. Identify how digital and analog data is processed using CPU, Modem, and the ALU. 5. Recognize how the Internet works considering ecommerce and e-business.
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LEARNING RESOURCES AND TEXTBOOK(S)

Author	Title	Edition & Year	Publisher	ISBN
Peter Norton	Introduction to Computer or	7 th Edition	McGraw-Hill	978-0-07067120-1
Capron, H. L	Computers: Tools for an Information Age, Or	8 th Edition	Addison Wesley	013-140564-0
Alan Evans, Kendall Martin, Mary Anne Poatsy	Technology in Action	8 th (2012)	Prentice Hall	13:978-0-13-139157-4

Teaching Methods:

Extensive lectures will be given on every topic followed by real life examples. Summary of the lectures will be available through lecture modules. Students are highly encouraged to take notes carefully. The lectures will be highly interactive. Cases will be analyzed in class discussion encouraging students to participate and share their ideas regarding case problems. Lab sessions will be conducted to apply some of the theories learned in the classroom. There are hands-on exercises using computers for the students to learn how to operate certain software during these lab sessions.

ASSESSMENT STRATEGY AND GRADING SCHEME	
Grading tool	Points
Midterm Exam 1	20%
Midterm Exam 2	20%
Final Exam	25%
Course Project (Paper+ Presentation)	15%
Case and/or Lab component	10%
Class Attendance & participation	10%
Total	100%

Course Contents:

Lecture Series 1	Computers: Tools for an Information Age
Lecture Series 2	Understanding and Assessing Hardware: Evaluating Your System
Lecture Series 3	Storage and Multimedia: The Facts and More
Lecture Series 4	The Central Processing Unit: What Goes on Inside the Computer
Lecture Series 5	Applications Software: Getting the Work Done
Lecture Series 6	Operating Systems: Software in Background

Lecture Series 7	Networking: Connecting Computing Devices
Lecture Series 8	The Internet at Home and in the Workplace
Lecture Series 9	Security and Privacy: Computers and the Internet
Lab Session 1	Introduction to Office Applications, Introduction to Microsoft Excel, Formatting
Lab Session 2	Data Validation, Excel Charts
Lab Session 3	Excel Basic Functions
Lab Session 4	Conditional and Lookup Functions
Lab Session 5	Pivot Table and Charts

COURSE RELATED SYSTEM REQUIREMENT

- All students should have access to Personal Computers preferably with Windows and Mac Operating Systems installed.
- Students should have Personal Computers with Microsoft Office 2007 or above.

Exam Syllabus:

To be decided by the instructor.

Other Resources:

PPT Slides, Notes, and Case Articles: Available to Instructor's Website.

Other Reference Materials: Instructor will provide in class as needed.

Course Plan:

Session 1	Definition and importance of computer systems, computer generations
Session 2	Various parts of computer systems
Session 3	Input devices
Session 4	Output devices
Session 5	Storage technologies – I
Session 6	Storage technologies – II
Session 7	How computers process data
Session 8	Processing technologies
Session 9	Application software – I
Session 10	Application software – II
Session 11	Lab session 1
Session 12	Operating systems types and functionalities
Session 13	Systems utilities
Session 14	Lab session 2
Session 15	Network – I
Session 16	Network – II
Session 17	Lab session 3
Session 18	Internet basics
Session 19	Application of internet technologies
Session 20	Lab session 4
Session 21	Security and Privacy – I
Session 22	Security and Privacy – II
Session 23	Lab session 5
Session 24	Final review

Class Performance and Attendance

Every student is expected to attend every class. However just attending the class will not earn class performance points. Students have to actively participate during discussion sessions to earn participation points. Students are also required to finish all in class assignments to earn class performance points.

Exams

Three examinations are required. The purpose is to give the students an opportunity to demonstrate an understanding of the course material. These exams consist of MCQs (multiple choice question), short and essay type questions. The exam process and topics will be discussed throughout the classes. Lab exam will take place in lab class rooms.

Exam Formalities

Students will be notified about the exam date in advance and points break down. It could be straight short and broad questions or it can be of multiple choice questions or a combination of both. Instructor will make those decisions in duly fashion and notify the students. Students must take the exam in due date. There is NO opportunity of makeup exam except for very serious causes for which student has to provide solid proof. In additions special permission will be required from the Program Department signed by the Chair of the Management program verifying the cause of makeup exam.

Project Writing and Presentation / Lab Project

Students will be assigned topics by the instructor to do research and to develop a project using the applications learned during lab sessions. A 10 to 12 page paper will be written based on their research done for this project. Students will be presenting their research in class on due dates. A detail instructions will be provided during the 2nd week of class.

Due Date Policy

Every individual assignment, report, term paper are due on the exact due date. Failure to meet deadline will cause you to lose significant points.

Grading Scale

NSU standard grading scale will be followed.

Classroom Rules of Conduct

- Cell phones must be switched off or in silent mode.
- Cell phones will not be allowed during exam.
- Laptops are allowed if situation requires.
- Show respect to your course instructor and to your peers.
- Do not miss deadlines. All your hard works could mean nothing if you are not serious about due dates.
- Cheating in any form will result in a “Fail” grade.

Students with Special Needs

North South University will provide educational opportunities that ensure fair, appropriate and reasonable accommodation to students who have disabilities/special needs that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructors to ensure that their needs are met. The University through its Special Need section will exert all efforts to accommodate special needs.

Final Comments

Please understand that your instructor is here to help you, to be with you, and to walk you through the difficult steps as long as you co-operate. Instructor of this course will be available for all of you. Feel free to stop by when something bothers you and we will try our level best to help you out. You may contact me through email, SMS, or by making an appointment in addition to the office hours mentioned in this outline.

Good luck!!

The instructor reserves the right to change the above outline at his discretion.