



جامعة دبي
UNIVERSITY of DUBAI

COLLEGE OF INFORMATION TECHNOLOGY
Course Syllabus
Semester:

Course code & No.: ITGN 115
 Course Title: Computer Applications
 Prerequisites: None
 Faculty Member:
 Contact Details: Email: Phone:
 Class Hours: Time: Days: Room:
 Office Hours: Time: Days: Room:
 Mid-term: Final Exam:

Brief Course Description: (As in UD Catalog)

The purpose of this course is to provide basic knowledge of the software tools and systems associated with information technology. Coverage includes operating systems, word-processing, spreadsheets, presentation, database packages and a simple introduction to programming language concepts.

Course Objectives (CO): Upon completion of this course, students should be able to:

1. Demonstrate the hands-on knowledge of the popular computer application packages to produce, store, manipulate, retrieve and present data.
2. Design and Implement solutions for simple problems using Visual Basic as a programming language.

This course assesses the following BSc – CIS Program Outcomes (PO):

3. An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs.
8. An ability to use current techniques, skills, and tools necessary for computing practice.

This course covers the following BSc – CIS Skill Areas:

9. Ability to learn and train others: Students learn to understand the instructions in the book and derive the solution.
10. Use of information technology: Students will use computers and various software packages during the length of this course.

Course Learning Outcomes (CLO): Upon completion of this course, students should be able to:

1. Create and manipulate documents using a word processor, specifically MS. Word.
2. Solve problems using electronic spreadsheets, specifically MS. Excel.
3. Produce professional looking presentations using a presentation graphics program, specifically MS. PowerPoint.
4. Create and process data using MS. Access.
5. Use forms and controls in Visual Basic to create a user interface.
6. Develop simple applications with Visual Basic

Bloom's Taxonomy

(The following levels of Bloom's taxonomy have been used while developing the course learning outcomes)

Bloom's level	1.Knowledge (K)	2.Comprehension (C)	3. Application (App)	4. Analysis (An)	5. Synthesis (S)	6.Evaluation (E)
CLO #	1 - 6	4,6	1 - 6	4,6		

CLO Mapping

This table maps CLO's to: CO and BSc – CIS Program Outcomes (PO)

CLO	Linked to CO	Linked to PO
1. Create and manipulate documents using a word processor, specifically MS. Word.	1	8
2. Solve problems using electronic spreadsheets, specifically MS. Excel.	1	8
3. Produce professional looking presentations using a presentation graphics program, specifically MS. PowerPoint.	1	8
4. Create and process data using MS. Access.	1	8
5. Use forms and controls in Visual Basic to create a user interface.	2	3,8
6. Develop simple applications with Visual Basic	2	3,8

CLO Assessment Scheme

CLO	Class work (50%)				Mid-term (20%)	Final Exam (30%)
	Quiz 1	Quiz 2	Quiz 3	Assignment		
1	10			3	5	5
2				3	15	5
3			5			5
4		15		3		5
5				3		2
6			5	3		8
Total	10	15	10	15	20	30

Teaching Methods:

This course will be delivered using the laboratory sessions. The lecture will present the underlying information technology concepts. The practical aspects of the software packages to be used in the laboratories will be presented and considered during the laboratory sessions. The course focuses on hands-on applications that will be reflected in the delivery of the course.

Use of Modern Instructional Technology

This is an intensive hands-on course using computers and various software applications and packages. This class is conducted in a computer laboratory. Other possible modern teaching tools include on-line Learning Management System (**Moodle**), available on-line at: <http://udmoodle/login/index.php>

Computer Applications Weekly/Daily Plan/Schedule

Day/Week	Day/Week of	Lecture	Ch	Chapter Objectives	Relation to CLO	Assessment	Assignment / Reading
1	Introduction to course & Operating Systems	1	Explain the purpose and characteristics of a modern operating system utilizing graphical user interfaces Discuss the organization and management of data storage. Explain the files and directory organization of computers data storage facility.	1-6		
2	Word Processing	2	Demonstrate how to create and edit a word document	1		Assignment on project 1 – MS Word
3	Word Processing	2	Demonstrate how to create a research paper	1		Assignment on project 2 – MS Word
4	Word Processing	2	Demonstrate how to create a cover letter and a resume	1		Assignment on project 3 – MS Word
5		Spreadsheets	3	Demonstrate how to create a worksheet and an embedded chart	2	Quiz 1	Assignment on project 1 – MS Excel
6		Spreadsheets	3	Demonstrate how to use Formulas, functions, formatting and web queries	2		Assignment on project 2 – MS Excel
7	Spreadsheets	3	Show how to use What-if analysis, charting, and how to work with large worksheets	2		Assignment on project 3 – MS Excel
8	Visual IT (Presentations)	2	Demonstrate how to create and edit a presentation.	3	Mid-term	
9	Visual Information Technology	2	Demonstrate how to create presentations with illustrations and shapes	3		Assignment on project 2 – MS PowerPoint
10	...	Databases	2	Demonstrate how to create and use a database	4		Assignment on project 1 – MS Access
11	...	Databases	3	Demonstrate how to query a database	4		Assignment on project 2 – MS Access
12	...	Databases	3	Demonstrate how to maintaining a database	4	Quiz 2	Assignment on project t3 – MS Access
13	...	Introduction to Visual Basic	3	Show how to design a GUI using the VB form, Controls, Lists, and Menus etc. Introduce Visual Basic Programming	5		Assignment on programs in Visual Basic
14	Introduction to Visual Basic	4	Demonstrate the knowledge of developing simple Visual Basic applications.	6	Quiz 3	
15	...	Introduction to Visual Basic	4	Demonstrate the knowledge of developing simple Visual Basic applications.	6		
16		Final Exam	All	Comprehensive		Final Exam	

Educational Resources

Educational Resources	Description
Text Book required	Microsoft Office 2007: Introductory Concepts and Techniques by Shelly/ Cashman / Vermaat; Course Technology Ed. 2007; 1-4188-4327-X
References required	Simply Visual Basic .NET, An Application-Driven Tutorial Approach by Dietel & Dietel, T.R. Nieto; Prentice Hall-2003; ISBN: 0-13-140553-5
Internet Resources required	http://oc.course.com/sc/off2007/index.cfm
Journals required	--

Attendance Policy

1. Students who are late for 10-20 minutes will be marked "Late attendance" in the SIS. Four such late attendances are counted as one full absence for 3-hour class session towards computing Warnings for absence.
2. Students who are late for more than 20 minutes will be allowed to sit for the class but will be marked as absent in the attendance record.
3. Absenteeism percentages are calculated according to the table below:

Duration of Session	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences	6 Absences	8 Absences

Missing Exam Policy

1. Failing to attend Quiz:
A student who misses a quiz will not be allowed for any make-up quiz.
2. Failing to attend Midterm and Final Exam.
 - Excuses should be reported to the Admission & Registration Department within seven days of the last day of excuse.
 - All medical excuses should be stamped by the Ministry of Health.
 - All midterm make-up exams will be held only once during the 13th week of the Fall & Spring Semesters and on the 13th day of the winter, Summer & II Semesters.
 - All final make-up examinations (for 1 grade in the previous semester) will be held 2 Or 3 days before the start of the next semester.
 - 80% of the exam marks (either mid-term or final) will be granted for such make-up exams.
 - If the student does not attend the midterm or final make-up exam on the specified date, he/she will be deprived from any further make-up exams even if he/she provides again an acceptable excuse.

Class Conduct Policy

1. UD is an accredited university of international standard. You must behave as a University student and not a high school student.
2. Students should understand course learning objectives stated in the course syllabus on day 1 of the course as to what it means, why it is important, how they are assessed etc., so that they know the value of the course they are taking.
3. Instructors encourage students' questions. Please do not feel shy asking questions.
4. Students cannot leave the class during lecture time.
5. **Class disturbance:**
 - i. Mobile phones must be switched off during class. Students using their mobile phones will be considered **misbehavior** for that class.
 - ii. Students found whispering or talking during lectures will be asked to leave the class and will be considered as **misbehavior** for that class.
 - iii. Markings under **misbehavior** (from item i to ii) will be tracked by the SIS and deducts 1% mark for each occurrence. If the number of incidences reaches 3, such students are treated as "F" in the course and will be referred to the Student Affairs for investigation.
6. Students with no book in the class from 2nd week are marked in the SIS and lose 1% from the total course grade for each occasion.
7. Students are expected to use a variety of references in their assignments (books, on-line sources, journals...).
8. Students are required to do some further readings prior to coming to class.
9. No handouts of any kind are given. Students must learn from textbook and journal articles.
10. Late submission of assignments will be penalized by 10% a day. No assignments are accepted by the instructor during the final examination period.
11. In case of absence, you are responsible for course covered in the missed class.
12. Keep copies of your assignments for your own record.
13. Students should take more challenging responsibilities in learning.
14. Students should demand feedback on their assignments, quizzes, class work, and exams from their instructors. They should know their performance status well before final examination.
15. When you are not satisfied with the course grade, you can request the registration department for **review of your final exam script only. Earlier course work is not reviewed.**
16. Medical condition is not considered a reason for being absent from the class.
17. **No phones will be allowed during the mid-term and final exams.** Be sure you carry a calculator and/or a watch if you have a need for either one of them.

ACADEMIC HONESTY

Plagiarism and academic dishonesty of any kind are not tolerated. Students found cheating, or involved in any form of academic dishonesty will receive an F grade in the grade. For additional information on UD regulations concerning academic integrity, please refer to your "Student Handbook" for the UD Code of Student Conduct process statement, available on-line at: http://www.ud.ac.ae/new/student_affairs/handbook/studentcc.doc

Academic dishonesty is not limited to simply cheating on an exam or assignment. It also includes the following:

- ⇒ Facilitating acts of academic dishonesty to others,
- ⇒ Submitting someone-else work or work previously used in other courses, without informing the instructor,
- ⇒ Receiving outside assistance without instructor's permission.
- ⇒ Including ideas from external sources (such as on the web or in the library) without proper referencing.
- ⇒ Providing assistance to students during exam.