TISHK INTERNATIONAL UNIVERSITY
FACULTY OF APPLIED SCIENCE
Department of PHYSIOTHERAPHY,
2022-2023 Fall
Course Information for IT 103 INTRODUCTION TO INFORMATION TECHNOLOGY

Course Name:	INTRODUCTION TO INFORMATION TECHNOLOGY				

Code	Regular Semester	Theoretical	Practical	Credits	ECTS
IT 103	1	1	2	2	3

Name of Lecturer(s):	Ganesh Babu
Teaching Assistant:	Hilal Faruq
Course Language:	English
Course Type:	Main
Office Hours	Wednesday 10:00 - 11:00
Contact Email:	ganesh.babu@tiu.edu.iq Tel:07512406014
Teacher's academic profile:	M.E(MECHATRONICS) IN ANNA UNIVERSITY IN INDIA. B.E (ECE) IN ANNA UNIVERSITY IN INDIA. M.B.A(HR & MARKETING MANAGEMENT)IN MADRAS UNIVERSITY IN INDIA
Course Objectives:	The course consists of two parts: The theoretical part will 1- Introduce the computing term and identify the main functions that a computer device does. 3- Tackling the main parts of the computer along with its input and output devices. 4- Identifying the differences between hardware, software and operating systems. The practical part will: 1- basic information of using window 10. 2- Use lab sessions to introduce the MS Word activity program starting from basic functions such as creating a word document to more advanced functions like inserting a table of content. 3- Applying the common options of MS word on MS PowerPoint along with extra features such as animation and transactions to build a foundation of using MS PowerPoint. 4. Explaining and using the excel useful commands
Course Description (Course overview):	This course is designed to make the student familiar with Computer literature. Information Technology Concepts are Introduced with an emphasis on software and hardware utilization. Students will be exposed to a board range of computer Technology and IT topics including; Understanding Computer, Hardware, software, Computer and communication, Multimedia, web pages & Internet, Networking and the role of IT in public life. This course is divided into two sections: a lecture and lab.

COURSE CONTENT

Week	Hour	Date	Topic
1	1	1-5/1/2023	Introduction With course description
2	1	8-12/1/2023	Introduction to information technology and applications
3	1	15-19/1/2023	Parts on Computer
4	1	22-26/1/2023	HARDWARE: the CPU & storage (Processing: The System Unit, Microprocessors, & Main Memory)
5	1	29/1-2/2/2023	Midterm Exam
6	2	5-9/2/2023	HARDWARE: the CPU & storage (Secondary Storage)
7	1	12-16/2/2023	Binary system of computer
8	1	19-23/2/2023	SOFTWARE: Nursing Informatics and Tools for Productivity & Creativity
9	1	26/2-2/3/2023	Final Exam
10	2	5-9/3/2023	Final Exam

COURSE/STUDENT LEARNING OUTCOMES

1	Differentiate between computing parts and devices.
2	Differentiate between hardware and software
3	Learn MS Word to Create, Write, Format, Save and Print documents.
4	Use MS PowerPoint to Create, Write, Format, design and Present a presentation.
5	Use MS Excel to Create, Write, Format, design and Present a presentation.

COURSE'S CONTRIBUTION TO PROGRAM OUTCOMES
(Blank : no contribution, I: Introduction, P: Profecient, A: Advanced)

	Program Learning Outcomes	Cont.
1	Demonstrate competence in critical thinking and clinical reasoning skills in the practice of nursing.	I
2	Apply nursing skills and theoretical knowledge in providing required health care to individuals, families, communities, and populations across the lifespan.	I
3	Apply the principles and techniques of ethical, patient-centered, holistic, and culturally sensitive care, health promotion, and disease and injury prevention.	P
4	Professionally manage acute and chronic health conditions during public and private health disasters.	I
5	Employ various forms of communication, including verbal and non-verbal, and technological applications with patients and medical staff.	I
6	Accurately interpret patients' information and apply necessary plans of care in order to maximize safety and optimize health outcomes.	I
7	Apply leadership skills and collaborate efficiently in clinical practices within multidisciplinary teams.	I
8	Monitor outcomes and improve patients' care as needed.	A
9	Apply and promote health policies and regulatory standards that advocate for comprehensive and safe delivery of healthcare.	I
10	Develop research studies that applies quantitative or qualitative research methods that address research questions in the field.	I

Prerequisites (Course Reading List and References):	There is No prerequisites for this course
Student's obligation (Special Requirements):	Access to a computer with MS office installed on it.

Weekly Laboratory/Practice Plan:

Week	Hour	Date	Topics
1	2	1-5/1/2023	Port types, computer connection and using WINDOS 10
2	2	8-12/1/2023	PowerPoint Essentials, Presentation Basics, Working with Text
3	2	15-19/1/2023	Designing a presentation, Adding Tables to Slides, Using Charts in A Presentation
4	2	22-26/1/2023	Creating SmartArt Graphics, Adding Graphics to A Presentation
5	2	29/1-2/2/2023	Mid term exam
6	2	5-9/2/2023	MS Word- Understanding word, basic editing, character formatting
7	2	12-16/2/2023	MS Word -Paragraph Formatting, Managing Text Flow, Creating Tables
8	2	19-23/2/2023	MS Excel - making a table, adding and Formatting data, cells ranges
9	2	26/2-2/3/2023	MS Excel - formatting and managing worksheet and using formulas
10	2	5-9/3/2023	Final Exam

Course Book/Textbook:	1. Computer Literacy BASICS, Fifth Edition by Connie Morrison, Dr. Dolores Wells, and Lisa Ruffolo 2. Using an information technology by Brain K. William and Stacey C. Sawyer, 11th Edition 3. Microsoft Official Academic Course (MICROSOFT WORD, POWER POINT, EXCEL 2016 Step by Step) by JOYCE J. NIELSEN
Other Course Materials/References:	- introduction-to-computers-by-peter-norton-6th Edition - How Computers Work course by Khanacademy https://www.khanacademy.org/computing/computer-science/how-computers-work2 -Information Technology, An Introduction for Today's Digital World by Richard Fox
Teaching Methods (Forms of Teaching):	Lectures, Practical sessions, Exercises, Presentation, Seminar, Self evaluation, Assignments, , ,

COURSE EVALUATION CRITERIA

Method	Quantity	Percentage (%)
Participation	1	5
Quiz	1	10

Homework	1	5
Midterm Exam	1	20
Presentation	1	10
Laboratory	1	10
Final Exam	1	40
Total		**100**

Examinations: Essay Questions, True-False, Fill in the Blanks, Multiple Choices, Short Answers, Matching, Practical Question, ,

Extra Notes:

ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD

Activities	Quantity	Workload Hours for 1 quantity*	Total Workload
Theoretical Hours	10	1	10
Practical Hours	10	2	10
Final Exam	1	40	40
Participation	1	1	1
Quiz	1	1	1
Homework	1	3	3
Midterm Exam	1	20	20
Presentation	1		0
Laboratory	1		0
Total Workload			**85**
ECTS Credit (Total workload/25)			**3**

Peer review

Signature:	Signature:	Signature:
Name:	Name:	Name:
Lecturer	Head of Department	Dean