TISHK INTERNATIONAL UNIVERSITY
FACULTY OF APPLIED SCIENCE
Department of INFORMATION TECHNOLOGY,
2024-2025 Fall
Course Information for IT 105 INTRODUCTION TO INFORMATION TECHNOLOGY I

Course Name:	INTRODUCTION TO INFORMATION TECHNOLOGY I

Code	Regular Semester	Theoretical	Practical	Credits	ECTS
IT 105	1	2	2	3	4

Name of Lecturer(s):	
Teaching Assistant:	Miss Aya Sarkawt
Course Language:	English
Course Type:	Main
Office Hours	Sunday 14:00-16:00
Contact Email:	Tel:
Teacher's academic profile:	
Course Objectives:	Course objectives include: • Understand the fundamentals of information technology • Learn core concepts of computing and systems • Become aware of some of the ways that information technology continues to change everything • Students will be expected to use Microsoft Office applications easily.
Course Description (Course overview):	This course introduces Information Technology. Information technology (IT) is the application of computers and telecommunications equipment to store, retrieve, transmit and manipulate data. The goal of this course is to help students interested in an information technology career decide where their interests lie.

COURSE CONTENT

Week	Hour	Date	Topic
1	2	15-19/12/2024	Introduction to the course.
2	2	22-26/12/2024	Information Technology, the Internet, and You I
3	2	05-09/01/2025	Information Technology, the Internet, and You II
4	2	12-16/01/2025	Application Software I, Quiz 1
5	2	19-23/01/2025	Application Software II, Input and output devices I, Quiz 2
6	2	26-30/01/2025	Midterm Exam
7	2	02-06/02/2025	Q3, Input and output devices II
8	2	09-13/02/2025	Systems Analysis and Design I
9	2	16-20/02/2025	Systems Analysis and Design II
10	2	23-27/02/2025	Final Exam

COURSE/STUDENT LEARNING OUTCOMES

1	1. Understands the parts of an information system: people, procedures, software, hardware, data, and the Internet.
2	2. Understands general-purpose, specialized, and mobile applications.
3	3. Describes the different input and output devices.
4	4. Learns and practices Windows 11 and Microsoft Word.
5	5. Learns and practices PowerPoint.

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

	Program Learning Outcomes	Cont.
1	Analyze a problem, and identify the computing requirements appropriate to its solution	
2	Design, implement, and evaluate computer-based systems, process, component, or program to meet desired needs	

3	Function effectively in teams to accomplish a common goal	
4	Identify professional, ethical, legal, security, social, and economic issues and responsibilities	I
5	Analyze the local and global impact of computing on individuals, organizations, and society	P
6	Use current techniques, skills, and tools necessary for computing practice	
7	Apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, web systems and technologies	P
8	Identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems	
9	Effectively integrate it-based solutions into the user environment	
10	Apply problem solving skills, core it concepts, best practices and standards to information technologies	
11	Identify and evaluate organizational requirements and current and emerging technologies	
12	Design and integrate it-based solutions into the organizational environment	

Prerequisites (Course Reading List and References):	No Prerequisites are required for this course
Student's obligation (Special Requirements):	1- Attendance is an essential requirement for all students. 2- Students take full responsibility for their absence. 3- Comply with all university requirements and procedures.

Weekly Laboratory/Practice Plan:

Week	Hour	Date	Topics
1	2	15-19/12/2024	Introduction
2	2	22-26/12/2024	Getting to Know Windows 11
3	2	05-09/01/2025	Microsoft Word I (Word Fundamentals, Edit Text)
4	2	12-16/01/2025	Microsoft Word II (Format Text and Paragraphs), Quiz1
5	2	19-23/01/2025	Microsoft Word III (Format the Page), Quiz 2
6	2	26-30/01/2025	Midterm Exam
7	2	02-06/02/2025	Microsoft PowerPoint I
8	2	09-13/02/2025	Microsoft PowerPoint II , Quiz 3
9	2	16-20/02/2025	Microsoft PowerPoint III, Review
10	2	23-27/02/2025	Final Exam

Course Book/Textbook:	O'Leary, T. J., O'Leary, L. I., & O'Leary, D. A. (2019). Computing Essentials. McGraw-Hill Education.
Other Course Materials/References:	* Miller, M. (2022). Computer basics absolute beginner's guide. Que Publishing. * Foulkes, L. (2020). Learn Microsoft Office 2019: A Comprehensive Guide to Getting Startedwith Word, PowerPoint, Excel, Access, and Outlook. Packt Publishing Ltd.
Teaching Methods (Forms of Teaching):	Lectures, Practical sessions, Exercises, Assignments, , ,

COURSE EVALUATION CRITERIA

Method	Quantity	Percentage (%)
Quiz	2	10
Midterm Exam	1	20
Lab Evaluation 1	1	10
Lab Evaluation 2	1	10
Final Exam	1	40
Total		**100**

Examinations: Essay Questions, True-False, Fill in the Blanks, Multiple Choices, Short Answers, Matching, Draw a Figure, ,

Extra Notes:

ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD			
Activities	**Quantity**	**Workload Hours for 1 quantity***	**Total Workload**
Theoretical Hours	10	2	20
Practical Hours	10	2	10
Final Exam	1	24	24
Quiz	2	7	14
Midterm Exam	1	14	14
Lab Evaluation 1	1	7	7
Lab Evaluation 2	1	7	7
Total Workload			**96**
ECTS Credit (Total workload/25)			**4**

Peer review

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