

TISHK INTERNATIONAL UNIVERSITY
FACULTY OF APPLIED SCIENCE
Department of INFORMATION TECHNOLOGY,
2025-2026 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):		Dr. Hala Najwan			
Teaching Assistant:		Miss Aya Sarkawt			
Course Language:		English			
Course Type:		Main			
Office Hours		Sunday 14:00-16:00			
Contact Email:		hala.najwan@tiu.edu.iq			
		Tel:..			
Teacher's academic profile:		PhD in Management of Information Systems/ Universiti Sains Malaysia(USM) MSc in Information Technology Technopreneurship/ Universiti Sains Malaysia(USM) BSc in Computer Engineering and Information Technology/ University of Technology			
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	06/12/2025-11/12/2025	Introduction to the course.
2	2	13/12/2025-18/12/2025	Information Technology, the Internet, and You I
3	2	22/12/2025-25/12/2025	Information Technology, the Internet, and You II
4	2	03/01/2026-08/01/2026	Application Software I, Quiz 1
5	2	10/01/2026-15/01/2026	Application Software II, Input and output devices I, Quiz 2
6	2	17/01/2026-22/01/2026	Midterm Exam
7	2	24/01/2026-29/01/2026	Q3, Input and output devices II
8	2	31/01/2026-05/02/2026	Systems Analysis and Design I
9	2	07/02/2026-12/02/2026	Systems Analysis and Design II
10	2	14/02/2026-19/02/2026	Systems Analysis and Design II
11	2	21/02/2026-26/02/2026	Systems Analysis and Design II
12	2	28/02/2026-05/03/2026	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 the Web and electronic commerce.
- 3 3. Learns privacy, security, and ethics.

- 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	01-05/12/2025	Introduction
2	2	08-12/12/2025	Getting to Know Windows 11 Part 1
3	2	15-19/12/2025	Getting to Know Windows 11 Part 2
4	2	22-26/12/2025	Microsoft Word I (Word Fundamentals, Edit Text)
5	2	29/12-02/01/2026	Microsoft Word II (Format Text and Paragraphs)
6	2	05-09/01/2026	Quiz1
7	2	12-16/01/2026	Midterm Exam
8	2	19-23/01/2026	Microsoft Word III (Format the Page)
9	2	26-30/01/2026	Quiz 2
10	2	02-06/02/2026	Microsoft PowerPoint I
11	2	09-13/02/2026	Microsoft PowerPoint II

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 Started with 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	11	2	22
Practical Hours	11	2	11
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			99
ECTS Credit (Total workload/25)			4

Peer review

Signature:

Name:

Lecturer

Signature:

Name:

Head of Department

Signature:

Name:

Dean