



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
COURSE OUTLINE

Kulliyah	Centre for Foundation Studies																			
Department	Information and Communication Technology																			
Programme	All Programmes																			
Name of course	Computer I																			
Course Code	ISM 2112																			
Name of Academic Staff / Instructor	Noor Azimah Binti Hassan																			
Rationale for the inclusion of the course / module in the programme	This course is to introduce the basic computing skills, knowledge on hardware and software with their functionalities, the emerging technologies on networking and world wide web (www) and standard of moral conducts as computer user.																			
Semester and Year Offered	Every Semester																			
Status	Service																			
Level	Foundation																			
Start Date	Semester 3, 2011/2012																			
Total Student Learning Time (SLT)	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="3">Face-to-face</th> <th rowspan="2">Assessment and Others</th> <th rowspan="2">Preparation (Pre-class Reading, Revision, Lab Pre- & Post-Preparation, Assignments, Quizzes, and Examination)</th> <th rowspan="2">Total Guided and Independent Learning</th> </tr> <tr> <th>Lecture</th> <th>Laboratory</th> <th>Quizzes</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>14</td> <td>2</td> <td>3</td> <td>62</td> <td>95</td> </tr> </tbody> </table>					Face-to-face			Assessment and Others	Preparation (Pre-class Reading, Revision, Lab Pre- & Post-Preparation, Assignments, Quizzes, and Examination)	Total Guided and Independent Learning	Lecture	Laboratory	Quizzes	14	14	2	3	62	95
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Credit Value (Hours)	2																			
Pre-requisites (if any)	None																			

Co-requisites (if any)	None										
Course Objectives	<p>The objectives of this course are to:</p> <ol style="list-style-type: none"> 1. instill in students the importance of IT, its impact on people and the environment. 2. provide students the basic knowledge and skills necessary for their future needs. 										
Learning Outcomes	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. define IT, computer technology and discuss their impact on society. 2. describe computer hardware and software, and identify their functions and characteristics. 3. explain the Internet and World Wide Web and their on-line activities. 4. explain communication media, computer networks and its security. 5. discuss ethics in IT, from the general and Islamic perspective. 6. familiarize with Windows and Linux operating system as well as open office software (OpenOffice.org Writer, Impress and Calc). 										
Transferable Skills	<table border="1"> <thead> <tr> <th>Skills</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Practical Skills</td> <td>Use relevant skills learnt in this information technology (IT) area for professional and personal development.</td> </tr> <tr> <td>Social skills and Responsibilities</td> <td>Cooperate with others and apply knowledge in a socially responsible manner for the progress of the nation and the ummah.</td> </tr> <tr> <td>Value, Attitudes and Professionalism</td> <td>Demonstrate commitment to ethics, autonomy and professionalism in the workplace and everyday life.</td> </tr> <tr> <td>Communication, Leadership and Team Skills</td> <td>Communicate with people from a diverse range of backgrounds with empathy, showing leadership qualities.</td> </tr> </tbody> </table>	Skills	Description	Practical Skills	Use relevant skills learnt in this information technology (IT) area for professional and personal development.	Social skills and Responsibilities	Cooperate with others and apply knowledge in a socially responsible manner for the progress of the nation and the ummah.	Value, Attitudes and Professionalism	Demonstrate commitment to ethics, autonomy and professionalism in the workplace and everyday life.	Communication, Leadership and Team Skills	Communicate with people from a diverse range of backgrounds with empathy, showing leadership qualities.
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Communication, Leadership and Team Skills	Communicate with people from a diverse range of backgrounds with empathy, showing leadership qualities.										
Teaching-Learning and assessment strategy	<ul style="list-style-type: none"> • Lectures • Lab sessions • Quizzes and Exams • Assignments 										
Course Synopsis	<p>This course introduces the students to computer literacy and state-of-the-art technologies available in all computer areas (hardware, software, telecommunications, Internet applications), and ethical and social issues. In the lab, students will be exposed to hands-on exercises using Microsoft Windows and part of open source software (Linux version Ubuntu).</p>										
Mode of Delivery	Lecture, Hands-on Lab Session										

Assessment Methods and Type / Course Assessment	LO	Method	%
	1,2,3,4,5	Quizzes	20
	6	Assignments	10
	1,2	Mid-Semester Exam	20
	1,2,3,4,5,6	End of Semester Exam	50
	TOTAL		100

Mapping of the course / module to the programme aims	
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Mapping of course / module to the Programme Learning Outcomes									
No.	Learning Outcomes of the Course	Programme Outcomes							
		O1	O2	O3	O4	O5	O6	O7	O8
1.	Define IT, computer technology and discuss their impact on society.	√				√	√		
2.	Describe computer hardware and software, and identify their functions and characteristics.	√				√	√		
3.	Explain the Internet and World Wide Web and their on-line activities.	√				√	√		
4	Explain communication media, computer networks and its security.	√	√						
5	Discuss ethics in IT, from the general and Islamic perspective.				√	√			
6	Familiarize with Windows and Linux operating system as well as open office software (OpenOffice.org Writer, Impress and Calc).	√	√			√			

Content outline of the course / module and the SLT per topic

Weeks	Topics	Learning Hours	Task / Reading
<p align="center">1</p> <p><i>11/1/2012</i> - <i>17/1/2012</i></p>	<p>Lecture: Information Technology, The Internet and You</p> <ul style="list-style-type: none"> • Information Systems <ul style="list-style-type: none"> • Definition • Components • Types of computers • Microcomputer hardware • Data <ul style="list-style-type: none"> • Data representation • Difference between data and information • Connectivity, Wireless and the Internet • The History of the computers <p>Lab: Operating Systems (Microsoft Windows)</p> <ul style="list-style-type: none"> • Booting • Types of interface of OS • Features of Windows • Using the mouse and keyboard 	4.5	<p>O’Leary et. al. pp 4 – 16 pp 462 – 471</p> <p>Windows Module</p>
<p align="center">2</p> <p><i>18/1/2012</i> - <i>24/1/2012</i></p>	<p>Lecture: Input and Output</p> <ul style="list-style-type: none"> • What is input? • Input devices • What is output • Output devices • Multipurpose devices <p>Lab: Organizing Your Computer: File Management (Windows Explorer)</p> <ul style="list-style-type: none"> • Files and folders <ul style="list-style-type: none"> • How to copy, move, delete and rename 	4.5	<p>O’Leary et. al. pp 188 – 208</p> <p>Windows Explorer Module</p>
<p align="center">3</p> <p><i>25/1/2012</i> - <i>31/1/2012</i></p>	<p>Lecture: Secondary Storage</p> <ul style="list-style-type: none"> • Types of secondary storage <p>Lab: Open Source Software</p> <ul style="list-style-type: none"> • Linux (OS) • Demo of file management operations (copy, move, delete, rename) 	6.5	<p>O’Leary et. al. pp 222 – 235</p> <p>PowerPoint Slide</p>
<p align="center">4</p> <p><i>1/2/2012</i> - <i>7/2/2012</i></p>	<p>Lecture: The System Unit</p> <ul style="list-style-type: none"> • Types of system unit • Motherboard • Microprocessor/CPU • System clock • Types of memory • Differences between memory and secondary storage <p>Lab: Open Source Software</p>	4.5	<p>O’Leary et. al. pp 158 – 167</p> <p>PowerPoint Slide</p>

<p>5 8/2/2012 - 14/2/2012</p>	<p>Lecture: The System Unit</p> <ul style="list-style-type: none"> • Expansion slots and cards • Bus lines, ports and power supply <p>Lab: OpenOffice.org - Writer</p> <ul style="list-style-type: none"> • Creating, editing and formatting • Save and modifying document 	<p>4.5</p>	<p>O'Leary et. al. pp 167 – 174 OpenOffice.org Writer Module</p>
<p>6 15/2/2012 - 21/2/2012</p>	<p>Lecture: System Software</p> <ul style="list-style-type: none"> • Software and categories <ul style="list-style-type: none"> • By ownership (open source, proprietary, freeware, shareware) • By function (system, application) • The Operating Systems <ul style="list-style-type: none"> • Functions of OS • Categories of OS • Different interfaces and examples • Examples of OS • System Utilities <ul style="list-style-type: none"> • Types of utilities <p>Lab: OpenOffice.org - Writer</p> <ul style="list-style-type: none"> • Paragraph formatting • Section formatting • Creating reports and tables • Using multiple documents at once 	<p>6.5</p>	<p>O'Leary et. al. pp 128 – 142 OpenOffice.org Writer Module</p>
<p>7 22/2/2012 - 28/2/2012</p>	<p>Lecture: Basic Application Software</p> <ul style="list-style-type: none"> • General purpose applications • Word processor, spreadsheet, database management system, presentation graphics. • Integrated package • Software suites <p>Lab: OpenOffice.org - Impress</p> <ul style="list-style-type: none"> • Slide presentations • Formatting slides • Slides animation 	<p>4.5</p>	<p>O'Leary et. al. pp 66 – 86 OpenOffice.org Impress Module</p>
<p>MID SEMESTER BREAK (29/2/2012- 04/3/2012) MID SEM EXAM (05/3/2012-11/03/2012)</p>			
<p>8 12/3/2012 - 18/3/2012</p>	<p>Lecture: Specialized Application Software</p> <ul style="list-style-type: none"> • Graphics • Audio and video • Multimedia • Web authoring <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Introduction to Calc • Types of data • Entering and editing text • Erasing data • Saving, opening and closing workbook 	<p>4.5</p>	<p>O'Leary et. al. pp 102 – 114 OpenOffice.org Calc Module</p>

<p style="text-align: center;">9</p> <p><i>19/3/2012</i> - <i>25/3/2012</i></p>	<p>Lecture The Internet, the Web and electronic commerce</p> <ul style="list-style-type: none"> • The Internet and the web • Internet Service Provider (ISP) • Browser • Activities on the web <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Changing column width / row height • AutoFit / BestFit • Range • Inserting, deleting rows and columns • Copying and moving data • Changing fonts and text alignment 	6.5	<p style="text-align: center;">O’Leary et. al. pp 30 – 40</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>
<p style="text-align: center;">10</p> <p><i>26/3/2012</i> - <i>1/4/2012</i></p>	<p>Lecture The Internet and the World Wide Web</p> <ul style="list-style-type: none"> • Activities online <ul style="list-style-type: none"> • Search tools • Electronic commerce • Web Utilities <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Changing format of numbers • Entering dates and display format • Format painter • Mathematical operators, displaying formula • Errors in calc 	4.5	<p style="text-align: center;">O’Leary et. al. pp 42 – 51</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>
<p style="text-align: center;">11</p> <p><i>2/4/2012</i> - <i>8/4/2012</i></p>	<p>Lecture: Communications and Networks</p> <ul style="list-style-type: none"> • Connectivity • Communication channels and devices • Data transmission <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Relative and Absolute address • AutoCalculate 	4.5	<p style="text-align: center;">O’Leary et. al. pp 250 – 258</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>
<p style="text-align: center;">12</p> <p><i>9/4/2012</i> - <i>15/4/2012</i></p>	<p>Lecture: Communications and Networks</p> <ul style="list-style-type: none"> • Types of network • Network architecture • Firewalls <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Functions: Sum, Average, Max, Min and Count • Printing 	4.5	<p style="text-align: center;">O’Leary et. al. pp 258 – 270</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>
<p style="text-align: center;">13</p> <p><i>16/4/2012</i> - <i>22/4/2012</i></p>	<p>Lecture: Threats Towards Privacy and Security</p> <ul style="list-style-type: none"> • Privacy <ul style="list-style-type: none"> • Definition • Threats • Cookies • Prevention 	4.5	<p style="text-align: center;">O’Leary et. al. pp 286 – 301</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>

	<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> • Threats • Prevention <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Types of charts • Creating Pie chart • Saving chart 		
<p style="text-align: center;">14</p> <p>23/4/2012 - 29/4/2012</p>	<p>Lecture: Threats Towards Privacy and Security.</p> <ul style="list-style-type: none"> • Ergonomics • Environmental issues <p>Lecture: Ethics: Global and Islamic perspective</p> <ul style="list-style-type: none"> • Global/general practices • Islamic perspective <p>Lab: OpenOffice.org - Calc</p> <ul style="list-style-type: none"> • Creating column chart • Saving and modifying charts 	6.5	<p style="text-align: center;">O’Leary et. al. pp 304 – 305</p> <p style="text-align: center;">OpenOffice.org Calc Module</p>

Main references supporting the course

Required
O’Leary, T.J. & O’Leary, L.I. (2012). *Computing Essentials Complete 2012*. New York, NY:McGraw-Hill

Additional references supporting the course

Workbook for CFSIIUM Students (downloaded version from internet)
You can download the notes from any URL below :

- <http://staff.iium.edu.my/fuhaina>
- <http://www.azimah.com>
- <http://staff.iium.edu.my/rasyidah>
- <http://staff.iium.edu.my/sitisara>

Norton, P. (2006). *Introduction to Computers* (6th ed). New York, NY: McGraw Hill

<p>Prepared by:</p> <p>_____ Nor Azlina Mohd Azmeir Department of Information & Communication Technology Centre for Foundation Studies</p>	<p>Checked by:</p> <p>_____ Mazlinah Omar Head Department of Information & Communication Technology Centre for Foundation Studies</p>	<p>Approved by:</p> <p>_____ Prof. Dr. Mohd Adam Suhaimi Dean Kulliyah of Information and Communication Technology</p>
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At the end of the programme, students are able to:

1. **Knowledge:** Demonstrate familiarity with established knowledge in the field of information technology (IT) and awareness of current development therein.
2. **Practical Skills:** Use relevant skills learnt in this information technology (IT) area for professional and personal development.
3. **Social skills and Responsibilities:** Cooperate with others and apply knowledge in a socially responsible manner for the progress of the nation and the ummah.
4. **Value, Attitudes and Professionalism:** Demonstrate commitment to ethics, autonomy and professionalism in the workplace and everyday life.
5. **Communication, Leadership and Team Skills:** Communicate with people from a diverse range of backgrounds with empathy, showing leadership qualities.
6. **Problem Solving and Scientific Skills:** Analyse issues and demonstrate skilfulness in planning, executing and evaluating strategies and action plans.
7. **Information Management and Lifelong Learning Skills:** Use the necessary learning skills in information management and apply effective strategies for lifelong self-improvement.
8. **Managerial and Entrepreneurial Skills:** Apply basic managerial and entrepreneurial skills in relevant fields.