

Office	Old Building, 3 <sup>rd</sup> . floor, Room 54
E-mail	abdel-hameed@nawar.us
Lecture	Saturday    12:00 p.m. - 1:30 p.m. in Lecture Room 16 Tuesday    10:30 a.m. - 12:00 p.m. in Lecture Room 16
Lab	To Be Announced by Administration
Office Hour	Sunday    1:30 p.m. - 2:30 p.m.

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### Course Material on the Web

You can access the course material on the Web at: <http://academics.nawar.us/compute.html>

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## Course Description

This is an introductory course in computing. There are two aspects to this course. In lectures, students are introduced to all basic aspects of the information processing cycle – input, processing, output and storage– as well as personal computer desktop applications. Topics will also cover individual and societal risks created by the the prominence of information technology including health, security, ethical, and environmental concerns.

The lab will provide students with hands-on experience with Microsoft Word 2007, Excel 2007, and PowerPoint 2007, and Access 2007.

## Prerequisite <sup>1</sup>

E-mail Account. If you do not have one already, try to create yourself (or ask the Teaching Assistant to help you create) an e-mail account.

Access to a computer that has Microsoft Office 2007 suite installed to complete lab projects. You may use Office 2003, Office 2000 or Office XP. However, **you CANNOT use Microsoft Works suite** in this course.

## Recommended

It is recommended that you have Flash memory drive to store and handle the course material.

## Textbook

Morley, Deborah and Parker, Charles “Understanding Computers: Today and Tomorrow,” 12<sup>th</sup>. Edition, Enhanced, ISBN: 1-603-34012-2 © 2008.

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<sup>1</sup> If you have a physical, psychological, medical or learning disability that may impact your course work, please contact the Division of Student Affairs at FEPS Building, First Floor, Tel: (02)–3567-6996. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

# Grading and Policies

## Grading:

The course grade will be determined by:

1. Lab Tutorials and Attendance (15.00 %)
2. Quizzes (08.00 %)
3. Project (07.33 %)
4. Final exam (66.67 %)

## Policies:

The material of this course will be covered via lectures and Labs. **Lab Tutorials** focuses exclusively on “hands-on” applications for students either on their own or in guided lab sessions or both. The usefulness of this course depends in large part on the lab “hands-on” applications. There will be two **Quizzes**. Quiz date will be announced ahead of time in the Lab and some review will be provided. Any unexcused absence from a quiz will result in zero grade. Make-ups will be limited **ONLY** to cases of incapacitating illness or family medical emergency, which must be documented by a physician and verifiable by the instructors. Lecture and lab attendance regularly is **EXPECTED**. It has been our experience that students who frequently miss lecture and labs have difficulties in understanding the readings and material. The **Final Exam** is cumulative (covering all the course material). There is no curving. No extra credit assignments will be given is over to increase grades after the semester.

## Lecture Room Etiquette:

Students who arrive late or leave early should sit close to the door to minimize disruption. Also, cellular phones must not disrupt the class.

## Course Outline (Tentative)

### I. INTRODUCTION

- Introduction to the World of Computers

### II. HARDWARE

- The System Unit: Processing and Memory
- Storage
- Input and Output

### III. SOFTWARE

- System Software Operating Systems and Utilities
- Application Software

#### IV. COMPUTERS AND SOCIETIES

- Intellectual Property Rights, Ethics, Health, Access, and the Environment

===== FINAL EXAM =====

**The above outline of the text will be closely followed. However, chapters and topics will be expanded or contracted as I deem necessary and time allows.**