

Course Syllabus

New Perspectives on Computer Concepts, Tenth Edition

Instructor: Husain Ghooloom

Office – Office Hours:

Computer Lab:

-Sun. 12:00 – 2:00

-Mon. 10:00 – 12:00

-Tue. 12:00 – 2:00

- Wed. 10:00 – 12:00

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Website: [//www.husainghooloom.com](http://www.husainghooloom.com)

Course Description:

As a student in this course, you will learn the most important topics in Computer Concepts, including computer hardware, software, PC security, basic productivity software applications, and much more. Basic computer experience such as using e-mail and keyboarding is assumed.

You will first be presented with an overview of the text and accompanying Web sites and multimedia elements, followed by an introduction to Computers and Digital Basics. You will then learn about computer hardware, software, operating systems, and file management concepts. We'll then move on to look at digital media and the computer industry. We wrap up the course with a practical hands-on for basic office applications such as Word, Spreadsheet, and Presentation software.

Text/Materials:

Text: Parsons/Oja, New Perspectives on Computer Concepts, Tenth Edition, Course Technology, 2007. ISBN-13: 978-1-4239-0610-0; ISBN-10: 1-4239-0610-1

Software: Microsoft Windows 98, NT, 2000 or higher, Microsoft Excel 2003, and Internet Explorer will be used. Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.



Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes and daily summarize delivered content. Our exam content will stick to the book material. Discussion is encouraged as student-procured outside material relevant to topics being covered.
2. Quizzes: pre-announced quizzes will be given to help ensure students stay up with delivered material. There will be a quiz for each completed section
3. Exams: Three exams will be administered. Exams will be closed book/notes and will test material discussed in class. The final exam will be comprehensive in nature. However, the instructor reserves the right to test on material that was not appropriately comprehended.
4. Practical Exam: intended to measure the student practical competency in dealing with Office utilities, we will do our best to cover Word, Excel, and PowerPoint software applications as well as a popular web-mail application.
5. Participation: Student participation will be graded as bonus mark i.e. five marks maximum.

Grading:

Total points will be computed as follows. The total points for quizzes, midterms , and practical exam may vary.

Activity	Grade
Quizzes For Each Section	20 %
Two Midterm Exams	20 %
Final Exam	30 %
Practical Final Exam	30 %
Total	100 %

Grading System: 100 total assigned points

Letter	Grade
A	[90 -100]
B	[80 – 90]
C	[70 - 80]
D	[60 - 70]

Course Policies:

Missed Classes: The student is responsible for understanding material discussed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or via e-mail. Missed

or late quizzes cannot be made up under any circumstances. One quiz (lowest score) will be dropped at the end of the semester.

Missed Classes: Each missed lecture counts for 2 hours. Missing the first 4 hours entitled the student for oral warning. The second missed 4 hours (i.e. absent for 8 hours in total) entitles the student for written warning; whereas, the third missed 4 hours (i.e. absent for 12 hours in total) prevents the student for attending the final exam

Academic Dishonesty: Cheating is serious offense and may be punished by failure on exam, failure in course; and or expulsion from the College. For more information refer to the "Academic Dishonesty" policy in the college catalog.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, please notify me as soon as possible.

Internet Support: Check the class Web page for additional information about Office 2003, or to post a question about this course.

Grade posting:

1. All exams will be returned in class within one examination week.
2. The student will review the exam paper and return it back to the teacher.

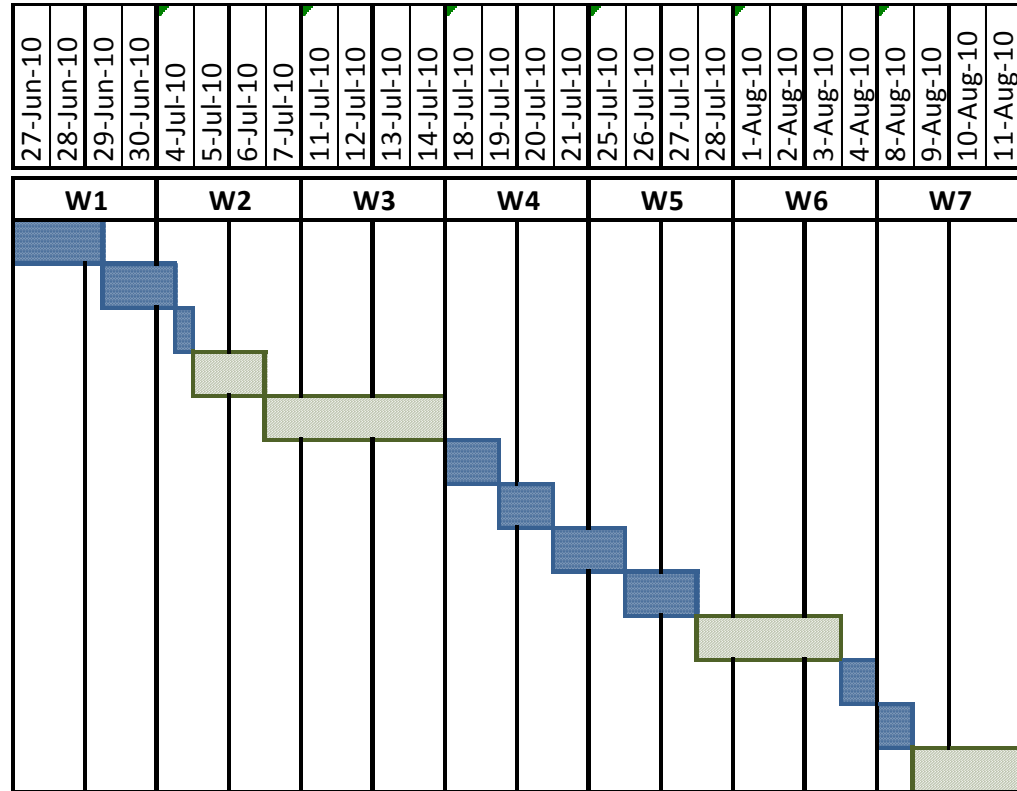
Missed Exams:

1. There will be no makeup quizzes.
2. Makeup exams are feasible if supplied with a proper approval from vise-dean

Course Planner

Spring 2009 lecture date

Unit	Topic	Hours
1	The Digital Devices	5
2	The Digital Data Representation	4
3	The Password Security	1
4	E-mail Basics	4
5	Word Processor Software	10
6	Personal Computer Basics	3
7	Microprocessors and Memory	3
8	Storage Devices	4
9	Input and Output Devices	4
10	Spreadsheet Software	8
11	Software Basics	2
12	Security Software	2
13	Presentation Software	6



W 1 = First Week | Each week is divided to 4 hours
 ■ = Theoretical Hour ■ = Practical Hour

Cancelled Material

Unit	Type	Topic	Hours	Unit Start Page	Cancelled Pages & Description
1	Theoretical	The Digital Devices	5	14	Non
2	Theoretical	The Digital Data Representation	4	22	Page 27 Last paragraph + DIP & PGA photos.
3	Theoretical	The Password Security	1	34	Page 36 start from Password Hacks until the end of 37. Pages 40 and 41 .
4	Practical	E-mail Basics	4		Non
5	Practical	Word Processor Software	10		Non
6	Theoretical	Personal Computer Basics	3	56	Pages 60 and 61 . Page 65 start from What is mod ? Until the end of page 66.
7	Theoretical	Microprocessors and Memory	3	67	68 start from second paragraph until the end of page 69. 74 start from EEPROM until the end of page 75
8	Theoretical	Storage Devices	4	76	Non
9	Theoretical	Input and Output Devices	4	88	Non
10	Practical	Spreadsheet Software	8		Non
11	Theoretical	Software Basics	2	120	Non
12	Theoretical	Security Software	2	162	Page 166 What's a virus hoax? And what are the advantages and disadvantages of a security suite?.Pages 167, 168, and 169.
13	Practical	Presentation Software	6		Non

Note: Section B Chapter 3 will be covered completely within practical sections, and the student will be responsible for its theoretical material in the final exam.