EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING AND TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
COURSE POLICY SHEET

Course Code	ITEC105	**Course Title**	Computer I
Semester	2016-2017 FALL	**Language**	English
Category	UC (University Core)	**Level**	First Year
Workload	180 Hours	**Teaching Format**	2 Hours Lecture, 2 Hours Laboratory
EMU Credit	(2,0,2) 3	**ECTS Credit**	
Prerequisite(s)	- -	**Course Web**	http://courses.sct.emu.edu.tr/itec105

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Course Description

The course presents the basic description of information technology concepts, basic computer system hardware and software components, common terminology in information technology, application areas, and integration of computer system components.

General Learning Outcomes

On successful completion of this course students should:

- Interpret the Components of a Computer System
- Identify Information Technology Concept
- Identify importance of Computer Network
- Identify Computer Crimes, Security and Computer Ethics
- Operate computers effectively
- Practice Microsoft Office Tools such as Word, Excel and Power Point as well as Internet

Teaching Methodology / Classroom Procedures

The theoretical part of the course is covered within 2 hours/pw and class attendance is important and compulsory. Slide handouts are used for lecture notes.

The practical aspect of the course is made-up of 2 hours/pw in order to provide the students with an experience of keyboarding, use of popular Microsoft Office tools such as Word and Excel as well as the use of Internet. Also lab attendance is important in order to follow applications.

Course Materials / Main References

Reference Book:

UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY 5th EDITION
ISBN: 978-1-133-19111-7

Lecture Notes:
All course materials are also available online in PPT format on course web site.

Weekly Schedule / Summary of Topics	
Week 1	Describing the course objective and introducing the course web site
Week 2	**LECTURE1 – An Introduction to computers (part 1)** **LAB1 – Student Portal, Email Services LAB2- Operating System**
Week 3	**LECTURE1 - An Introduction to computers (part 2)** **LAB3 - Microsoft Word 2010**
Week4	**LECTURE2 - Hardware and Software (part 1)** **LAB 4 - Microsoft Word 2010**
Week 5	**LECTURE2 - Hardware and Software (part 2)** **LAB 5 – Microsoft Word 2010**
Week 6	**LECTURE3- The World Wide Web (part 1)** **LAB 6 - Search Engines**
Week 7	**LECTURE3 - The World Wide Web (part 2)** **LAB 7 - Microsoft Excel 2010**
Week 8-9	**MIDTERM EXAMINATION PERIOD**
Week 10	**LECTURE4 - Securing Your Network and Internet Connections (part 1)** **LAB 8 – Microsoft Excel 2010**
Week11	**LECTURE4 - Securing Your Network and Internet Connections (part 2)** **LAB 9 - Microsoft Excel 2010**
Week 12	**LECTURE5 - The Impact of Computers on Your Health and the Environment** **LECTURE6 -Ethics and Intellectual Property Rights** **LAB 10 - Microsoft PowerPoint 2010**
Week 13	**LECTURE7 – Advances in Technology (part 1)** **LAB 11 - Microsoft PowerPoint 2010**
Week 14	**LECTURE7 – Advances in Technology (part 2)** **Final Review**
Week 15-17	**FINAL EXAMINATION PERIOD**

Requirements

ATTENDANCE

- Attendance is mandatory and less than 60% attendance may result in "NG" Grade

MAKE-UP EXAMINATION POLICY

- Make-up Examination will be offered to those students who missed out Mid-term or Final Examination providing that:-

  a) Student has a genuine reason approved by the Instructor (i.e. A Medical Report submitted within 3 working days or other reasons within the prior knowledge and approval of the Instructor);
  b) Student has more than 60% Attendance record;

- Make-up Examination will cover entire Course content of the semester.
- Make-up Examination will be held immediately after the Final Examinations. Exam date, time and place will be officially announced by the department).
- No make-up Examination is offered for Class or Lab Quiz(s)

	Method of Assessment			
Evaluation and Grading	**Lab Work**	**Attendance**	**Midterm Exam**	**Final Exam**
Percentage	20 %	10 %	30 %	40 %