



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



Course Code	ITEC105	Course Title	Computer I
Semester	2019-2020 SUMMER	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://staff.emu.edu.tr/sensevpayanilkan

Course Coordinator	Şensev Payan İLKAN		
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Course Description
<p>This course is an introduction to the world of Computing and Information Technology (IT). Today, we are all part of an exploding Information Society and in this dynamic new society people at homes, schools, institutions and businesses are engaged in an ever- growing partnership with computers. Computers and Information Technology are part of just about everything we do at work and at home. And the fact is that, computers will play an even greater role in our lives in the years to come.</p> <p>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.</p>

General Learning Outcomes
<p>On successful completion of this course students should:</p> <ul style="list-style-type: none">▪ 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
<p>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.</p> <p>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.</p>

Course Materials / Main References
<p>Reference Book: UNDERSTANDING COMPUTERS IN A CHANGING SOCIETY 5th EDITION ISBN: 978-1-133-19111-7</p> <p>Lecture Notes: All course materials are also available online in PDF format on course web site. (http://staff.emu.edu.tr/sensevpayanilkan)</p>

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

Requirements	
ATTENDANCE	
<ul style="list-style-type: none"> ▪ Attendance is mandatory and less than 60% attendance may result in "NG" Grade 	
MAKE-UP EXAMINATION POLICY	
<ul style="list-style-type: none"> ▪ Make-up Examination will be offered to those students who missed out Mid-term or Final Examination providing that:- <ol style="list-style-type: none"> 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		
	Lab Work – Homework	Quizzes (3 quiz)	Final Exam
Evaluation and Grading			
Percentage	30 %	30 %	40 %