The course is designed to provide participants with a broad overview of computer concepts including:

- Key terminology and components of computer hardware, software, and operating systems.
- Computer architecture, peripheral devices, networking components,
- System software, information system analysis, application software including word processing, database management, spreadsheet, and presentation software.
- The Internet and Web page development.


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Topics in this course include the following:

- History of Computer systems
- Binary system
- Computer architecture, peripheral devices, networking components.
- System software, information system analysis, application software including:
  - Database management
  - Spreadsheet
  - Presentation software.
  - The Internet and Web page development.

Topics by chapters

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Learning Objectives

- Students will be able to see the development of the current computer technology in the historic perspective.
- Students will be able to decide between various computer platforms most suited for their use.
- Students will be able to explain various memories and storage devices, including random access, read only memory, secondary storage, and unit of measurement for memory and storage.
- Students will be able to use common and some sophisticated functionalities of Microsoft office applications including word processing, database management, spread sheet, and presentation software.
- Students will be able to understand and explain the differences between freeware, shareware, and copy righted software.
Students will be able to discuss different types of malicious software and viruses and means of protecting the computer and information from attacks.

Students will be able to explain different types of networks based on logical arrangements as well as proximity of the nodes.

Students will be able to explain the history of Internet development and some of the technology utilized.

Students will be able to understand functionality of servers and clients hardware and software.

Students will be able to develop simple web pages using application tools.

Students will be able to discuss issues surrounding Artificial Intelligence.

Students will be able to develop database tables and create queries in Microsoft Access.

Students will be able to develop spreadsheets in Microsoft Excel.

Students will be able to develop presentations in Microsoft PowerPoint.

Assignments, Lab work and Tests

Students will have:

- Five lab assignments @ 50 points each 250
- Three exams @ 100 points each 300
- Three Lab quizzes @ 50 points each 150
- Five in-class activities @ 10 points each 50
- Mid-term Paper 25

Total 775

Grading Scale

Final grade will be based on the following scale:

- 90 – 100% A
- 80 – 89% B
- 70 – 79% C
- 59 – 69% D