

Texts:

1. Discovering Computers 2010: Living in a Digital World, Introductory by Shelly & Vermaat, Publisher: South-Western, Cengage Learning, Copyright Year: 2010, eText ISBN-10: 1-4390-2771-4, eText ISBN-13: 978-1-4390-2771-4, Print ISBN-10: 0-324-78646-8, Print ISBN-13: 978-0-324-78646-0
2. Lab Manuals for Microsoft Word, Excel and PowerPoint available on Webcampus/Blackboard.
3. Assigned Readings - topics related to course material - on Webcampus/Blackboard

TOPICS:

- Computers – Introduction & a brief history, Hardware & Software
- Central Processing Unit (CPU) and Input/Output (I/O)
- Storage Devices & Multimedia
- Networking & The Internet
- Social and Ethical issues
- Sustainability
- Security & Privacy
- Writing Your Own Web Page - HTML
- Application Software:
 1. Microsoft Word/Publisher
 2. Microsoft PowerPoint
 3. Microsoft Excel and Microsoft Access Database
 4. Microsoft Frontpage/Adobe Dreamweaver/Microsoft Office Sharepoint Designer

Grading:

- | | | |
|---------------------------------|-----|---|
| • Exam 1 | 20% | (~ 6 th or 7 th week of the semester) |
| • Exam 2 | 20% | (~12 th week– Take Home) |
| • Pop Quizzes/Attendance | 10% | (unannounced, throughout the semester) |
| • Final Exam | 25% | (Finals week) |
| • Projects/ Reading Assignments | 20% | |
| • Class Participation | 5% | |

Note: There will be no makeup for any missed Quizzes/Exams. Grading penalties will be assessed for late assignment/project submissions. It is assumed that you are familiar with FDU Academic Integrity Policy which can be found at

<http://fduinfo.com/studentlife/handbook/?c=caf&n=05&html=fduacademicintegrity.htm>

Computer Accounts:

- **Novell** – for using computers on campus
- **Webmail** – for using Webcampus/Blackboard for course material
- **Alpha** – Unix account for publishing your web pages on the FDU server

Office Hours:

M, Th: 11:15AM –12:15PM Th: 4:55PM-5:25PM

Or, by appointment

Room #: NAB 262

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