



<b><u>Course Objectives :</u></b>	<b><u>Course Topics :</u></b>
<ul style="list-style-type: none"> <li>To provide an Introduction of PC components (parts), accessories, system and application software</li> <li>Understanding the fundamentals of some application programs, such as word processing, spreadsheet and mathematical assistant</li> <li>To provide the students with the essential information about communication and networking</li> </ul>	<ol style="list-style-type: none"> <li>Introduction to computer hardware and system software</li> <li>Word processing program</li> <li>Spreadsheet program</li> <li>Mathematical assistant Program</li> <li>Communication and networking</li> </ol>

**Topics & Exams Schedule :**

Week 1	Course policy & Introduction.	Week 9	<b><u>Lab. Mid Exam # 1</u></b>
Week 2	Computer hardware		<b><u>Theory Mid Exam # 2</u></b>
Week 3	Microsoft Windows	Week 10	MatLab –1
Week 4	Microsoft Word –1	Week 11	MatLab –2
Week 5	Microsoft Word –2	Week 12	MatLab –3
Week 6	<b><u>Theory Mid Exam # 1</u></b>	Week 13	Networking
Week 7	Microsoft Excel –1	Week 14	<b><u>Lab. Mid Exam # 2</u></b>
Week 8	Microsoft Excel –2		

**Grading Policy :**

<b>Term Work ( 60 )</b>		<b>Final Exams (40)</b>		<b>Total</b>
	Mid Theory Exam #1	<b>5</b>		
Class Work	10	Mid Lab-Exam #1	<b>15</b>	
Home Work	10	Mid Theory-Exam #2	<b>5</b>	
	Mid Lab-Exam #2	<b>15</b>	Final Theo-Exam	<b>40</b>
				<b>100</b>