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|---|-------------------------------------|---|----------------|
|  | Lebanese American University | COE | 201 |
| School of Engineering & Architecture | | Computer Proficiency (Required) | 1 credits |
| Dept of Electrical and Computer Engineering | | Monday 12:00 pm - 1:50 pm | Sage 103 |
| Course syllabus | | Mr. Ahmad AL Kawam ahmad.alkawam@lau.edu | Spring 2013 |

1. Course Description and Course Prerequisite

This course covers word processing, spreadsheet, presentation software, internet, e-mail, and web design

2. Course Objectives

Introduces computer applications and modules; it enables students to gain a higher proficiency in a set of these applications.

Topic include:

- General computer knowledge
- Internet, Basic search, advanced search
- Word processing
- Spreadsheets
- Presentations
- Flowcharts
- Web design
- Linux
- Javascript
- Terminal access on Linux and command prompt on Windows

3. Contribution of course to meeting the professional component

| Professional Component | Credits |
|--------------------------------|---------|
| Mathematics and Basic Sciences | |
| Engineering Topics | 1 |
| General Education | |

4. Relationship of course to program outcomes

PO (k) *an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice*

- Maintains current and modern abilities in PC use.

5. Course Outline

| | |
|----------|---|
| Week 1: | Syllabus and introduction to the class. |
| Week 2: | General computer knowledge (Internet, search, e-mail, ...) |
| Week 3: | Word processing |
| Week 4: | Spreadsheets |
| Week 5: | Spreadsheets |
| Week 6: | Spreadsheets with scripts |
| Week 7: | Flowcharts |
| Week 8: | Presentations |
| Week 9: | Web Design |
| Week 10: | Web Design |
| Week 11: | Javascript |
| Week 12: | Javascript |
| Week 13: | Linux: running a live CD, installation concerns, and general view |
| Week 14: | Terminal access on Linux and command prompt on Windows |

6. Required tools / software / skills

Microsoft Office Software Tools

7. Textbooks

N/A

8 Additional References

All the lectures, assignments and handouts will be available on the course webpage.

9 Grading Percentage

- | | |
|------------------------|-----|
| • Attendance | 10% |
| • 3 Assignments | 25% |
| • Assignment 4/Project | 15% |
| • Midterm Exam | 20% |
| • Final Exam | 30% |

10 Course Policies**Course Website**

<https://webctmt.lau.edu.lb/webct/logonDisplay.dowebct>

E-mail

You are required to check you e-mail at least on a daily basis.
Important announcements will be transmitted by e-mail: quiz dates, grades, ...

Exam Rules

NO cell-phones.
NO graphical or programmable calculators.

Make-up Exams

Make-up exams will not be allowed unless a grave reason is provided.

Punctual Arrival to Class

Punctuality is a value of utmost importance in an engineer.
Coming in late to class is disrespectful to your fellow classmates and to the professor; it will not be allowed unless a grave reason is provided.

Honor Code

Students caught cheating on an exam receive a grade of zero on the exam in their first cheating attempt in the course and receive a warning. Students caught cheating for the second time in the same course receive a grade of F in the course and a second warning. A grade of zero on an exam resulting from cheating must be counted in the student's course grade. The zero cannot be dropped in computing the final grade in case the instructor has a policy of allowing students to drop their worst exam grade.

11 General Comments**Instructor:**

Mr. Ahmad Al Kawam

12 General Rules & Regulations

A student can miss no more than 4 sessions of instruction. By the 5th session, the instructor may ask the student to drop the course.

Plagiarism: students caught cheating on an exam receive a grade of Zero on the exam in the first cheating attempt and a warning. Students caught cheating for the second time in the same course receive an F grade in the course and a second warning. A grade of zero on an exam resulting from cheating must be counted in the student's course grade. The zero cannot be dropped in computing the final grade in case the instructor has a policy of allowing students to drop their worst exam grade.

Any student who receives 3 warnings will be suspended.

13. Person(s) who prepared this description and date of preparation

Ahmad AL Kawam

-February 10, 2013