

School of Information Technology International Business College

7 Greenfield Parade
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Computer Fundamentals

Subject Coordinator and Lecturer: Professor Minh Hung Le

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Aim of Unit:

This subject aims to discover computer via the Web, email and the Internet; searching for information on the Internet; hardware and software components; setting up a personal computer; problem solving with computer; word processing; document layout and production; presentation managers; spreadsheets; databases; data communication and computer networks; multimedia; new technologies; ethics, privacy and the information industry.

Unit Outline:

- Discover to use email, Web and the Internet and learn to search for material of interest on the Internet.
- Comprehend the design and functioning of hardware and software computer systems.
- Establish on problem-solving steps in computing systems.
- Organise documents using a word-processing package.
- Design spreadsheets.
- Understand the major aspects of the organisation, retrieval and transmission of information.
- Apply a database package to enter and organise data and make queries.
- Understand the fundamental concepts in data communications and computer networks.
- Comprehend the major aspects of multimedia.
- Understand the ethical, privacy and security issues in the information industry.
- Obtain advantage of the possibilities offered by rapid progress in computer technology in our increasingly computerised society.

Mode of Delivery:

Two hours lecture per week.

One hour tutorial per week.

Unit Assessment:

Assignments	20 %
Mid-Semester Test	20 %
Final Examination	60 %

Assessment Requirements:

Students must receive 50% or more for each part of Unit Assessment in order to pass the subject.

Student Workload:

Students will have 3 hours per week face-to-face learning during semester.

Students are expected to work at least 4 hours per week out of class.

Text Book:

Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, "Discovering Computers 2006, A Gateway to Information –Web Enhanced", Thompson Course Technology, ISBN 0-619-25546-3, 2004

Recommended Reference:

Carey Patrick, "New Perspectives on HTML and XHTML, Comprehensive", Thompson Course Technology, 2004

Subject Schedule

Weeks	Lecture/Tutorial Topics	Assignments	Reading from Text Book
1	Introduction to Computers, Special Feature: Timeline 2006, The Internet and World Wide Web, Special Feature: Making Use of the Web	Assignment #1	Chapters 1,2
2	Application Software	Assignment #2	Chapter 3
3	The Components of the System Unit	Assignment #3	Chapter 4
4	Input, Special Feature: Personal Mobile Devices, Output, Special Feature: Digital Imaging and Video Technology	Assignment #4	Chapters 5,6
5	Storage	Assignment #5	Chapter 7
6	Operating Systems and Utility Programs, Special Feature: Buyer's Guide 2006	Assignment #6	Chapter 8
7	Mid-Semester Test Communications and Networks	Assignment #7	Chapter 9
8	Database Management	Assignment #8	Chapter 10
9	Computer Security, Ethics, and Privacy, Special Feature: Computer Forensics	Assignment #9	Chapter 11
10	Information System Development, Programming Languages and Program Development	Assignment #10	Chapters 12,13
11	Enterprise Computing Special Feature: Enterprise Order Processing: A Case Study	Assignment #11	Chapter 14
12	Computer Careers and Certification Special Feature: Digital Entertainment	Assignment #12	Chapter 15
13	Revision		
14	Final Examination		