

A106

Introduction to Computing

Introduction

- Lecturer: Lo Chi Wing, Peter
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- Schedule

- ◆ Lecture: 10:00 – 13:00 (Thursday)

Assessment

■ Assignment:	30%
■ Journal:	10%
■ Midterm Examination:	30%
■ Examination:	30%

	100%

Learning Approach

Lecture	30 hours
Tutorial	7 hours
Self study (including assignments)	113 hours

Total:	150 hours

Course Outline

- Topics selected will be based on materials taught in classes and possibly some external research
- You are required to exercise initiative and research to maximize your marks.
- You are encourage to exchange ideas and discussions but NOT copying.
- Marks will be deducted for late submission of assignments or project. For each day you are late, a penalty of 10% will be incurred.
- More information will be given at a later date.

Do and Don't

- **Do not turn on your mobile**, pager or any form of alarm that will distract your fellow classmates.
- **Do not make any unnecessary noise** unless you have just found out you won a 3T!
- **Do turn up on time** to avoid unnecessary distraction.
- **Do turn up for tutorials**, as this will help you to further understand the concepts that are being taught in the lectures.
- Do exchange ideas and discussions on assignments but **NOT copying**. You are here to LEARN not copy. You will be severely dealt with if caught cheating under the university disciplinary action.
- **Do enjoy and learn from the course.**

Text Books

- Meyer, Marilyn et al, *Computers in Your Future*, Third Edition. Indianapolis, IN: Que Education and Training, 1999. (ISBN: 1-538076-085-6)
- Indiana Unieristy MMCC Project. *Introduction to Computing*. First or Second Edition. New York: McGraw-Hill/Primis Custom Publishing, 1999. (ISBN: 0-07-290145-4 / 1-0-07-229643-7)
- Fulcher, Rich et al. *The Better Way*. First or Second Edition. New York: McGraw-Hill/Primis Custom Publishing, 1999. (ISBN: 0-07-290211-6 / 0-07-238178-7)

Reference Books

- Shelly, Gary B., *Discovering computers 2003 : concepts for a digital world : web and XP enhanced*. Boston, Mass. : Course Technology, 2002. (ISBN: 0-78-956512-9)
- Langer, Maria, *Word 2000 for Windows: Visual QuickStart Guide*. Peachpit Press, 1999. (ISBN: 0-20-135428-4)
- Langer, Maria, *Excel 2000 for Windows: Visual QuickStart Guide*. Peachpit Press, 1999. (ISBN: 0-20-135427-6)