

 Lebanese American University	COE 201	
School of Engineering	Computer Proficiency [Required]	1 credit
Department of Electrical and Computer Engineering	Ronald Kfouri ronald.kfour@lau.edu.lb	Eng. Lab. & Research Center 5203
Course syllabus	F 12:00pm – 01:50pm	Fall 2019

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.

Topics include:

- General computer knowledge
- Internet, Basic search, advanced search
- Word processing
- Spreadsheets
- Presentations
- Flowcharts
- Web design

3. Contribution of course to meeting the professional component

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

4 Course Outline

Week 1:	Syllabus, introduction to the class and general computer knowledge.
Week 2:	General Computer knowledge.
Week 3:	Introduction to the internet.
Week 4:	Word processing.
Week 5:	Presentations.
Week 6:	In-class presentation assignment.
Week 7:	Exam I.
Week 8:	Spreadsheets.
Week 9:	Spreadsheets with scripts
Week 10:	Flowcharts
Week 11:	Web Design
Week 12:	Exam II

5 Required tools / software / skills

Microsoft Office 2017.

6 Textbooks

None.

7 Additional References

Course Web Page on Blackboard.

8 Grading Percentage

Attendance & performance:.....	10%
Assignments:.....	30%
Exam I :.....	25%
Exam II :.....	35%

9 Course Policies

E-mail and Blackboard

You are required to check your e-mail and the course page on blackboard at least on a daily basis. Important announcements will be transmitted by e-mail.

Exam Rules

No cellphones.
No graphical or programmable calculators.

Make-up Exams

No make-up exams. This matter can be discussed in case of emergency.

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.

10 General Comments

Instructor : Ronald Kfouri
E-mail : ronald.kfouri@lau.edu.lb
Office hours : By appointment

11 General Rules & Regulations

- A student can miss no more than 2 sessions of instruction. By the 3rd 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 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.
- Completion of the online course evaluations is required. Students will not be able to access their course grades until they have completed the course evaluations.
- The LAU Student Code of Conduct (http://www.lau.edu.lb/about/governance-policies/policies/student_code_of_conduct.pdf) will be strictly enforced. The following is a brief reminder of some violations:
 - a. Unauthorized use of equipment or material on exams and projects.
 - b. Cheating, copying, collaborating with, or aiding another student in a manner not permitted by the instructor.
 - c. Stealing or circulating an exam or an assignment.
 - d. Impersonating another student or an LAU official.
 - e. Outsourcing projects or assignments or submitting identical coursework.
 - f. Plagiarism and the inappropriate use of copyrighted material.

12 Person who prepared this description and date of preparation

Ronald Kfouri, August 28, 2019