



AMBROSE

Course Syllabus

Introduction to Computers (CS 100) Section 1

Fall 2009

Class Schedules:

Lectures: Wed, Fri: 8:15 am - 9:30 am

Tutorial: Fri: 4:00 pm - 5:15 pm

Classroom – A 2145

Instructor: Dr. Leonid Braverman

Email lbraverman@ambrose.edu

Office Location – TBA

Office hours: Mon 3:00 pm – 4:00 pm, Fri 2:30 pm – 3:30 pm, or by appointment

Course Description:

The course will provide a survey of personal computer system fundamentals including: hardware, applications software, and computer communications both on campus and using the Internet. Students will use personal computers to complete assignments in word processing, spreadsheet analysis, database management, and other applications.

Course Objectives

At the end of this course, the student should be able to:

1. Understand how hardware and software components are integrated creating a computer based application system.
2. Use computer terminology and information processing techniques based on conceptual understanding of necessary terms.
3. Apply a microcomputer with commercial software e.g. e-mail, slide show, word processing, spreadsheet, and database management tools, in daily work.
4. Discuss the impact of computers on society and professionalism in computing.
5. Use basic Microsoft Office applications (Word, Excel, Access, and Power Point) for text processing, data management and representation, preparation of computer based public presentations.

Textbooks

- 1) *Tomorrow's Technology and You 9th Edition*, by George Beekman and Ben Beekman, Pearson - Prentice-Hall, Inc.

Online resources: <http://www.prenhall.com/beekman>

- 2) *Go! With Microsoft-Office 2007 Introductory, 3rd ed.*, by Gaskin, et. all. Prentice-Hall, Inc. Online resources:

http://wps.prenhall.com/bp_go2007intro_3/

NOTE: These books can be purchased as a package at the Ambrose University College bookstore.

NOTE! Students can purchase a 180 days access to online versions of the Textbooks. To that simply go to

www.coursesmart.com

and enter the ISBN for the specific book in the search engine, after selecting "I am a student". The ISBN is 0135059232 for the Go! Text or 013504510X for Tomorrow's Technology and You

The textbook will then pop up on the next screen, and students can choose to purchase the text from the options on the screen.

Attendance

Students are expected to attend all classes and laboratories for which they are registered. Unexcused absence may result in loss of marks or in additional assignments being required. Unexcused absences may lead to a penalty on the final grade. Where the student has been absent without permission or legitimate cause for more than one-quarter of the classes, an instructor may bar a student from writing the final examination in any course

Course Requirements

While students are encouraged to assist each other, each student must create her or his own original solution to assignments, quizzes and exams. Duplicate submissions will result in students involved receiving a zero for the submission. Further penalties may be mandated.

Grades will be calculated as follows.

Lab Assignments	=	20%
Three Term Tests	=	45%
Final Exam	=	30%
Professionalism and Attendance	=	05%

Examinations

The exact schedule and coverage for the three term tests will be announced in the class as the semester progresses. *The coverage may be modified from what is stated in this document.* The 3 hours final examination will be held at a time and place scheduled by the Registrar, and will be three hours long. The term tests are 1.25 hours long each. Both term and final tests are partially computer-based.

Assistance

Your instructor will be available in class, during office hours, and other times by appointment.

Important Notes

It is the responsibility of all students to become familiar with and adhere to academic policies of as are stated in the Student Handbook and Academic Calendar.

Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@auc-nuc.ca.

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "Course Extension." Alternative times for final examinations cannot be scheduled without prior approval. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar and the Student Handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean.

Students are advised to retain this syllabus for their records.

Weekly Schedule and Other Information

This course is taught with the lecture-lab mode. This model unifies the lecture and lab sessions into one entity. Plan to attend all sessions. You will be given some time in class to work on labs. However, you should schedule some of your life's time to complete labs and homework outside of the course meeting times.

A small amount of material covered is not in your Textbook.