



AMBROSE  
UNIVERSITY COLLEGE

FACULTY OF  
ARTS & SCIENCE

### COURSE INFORMATION SHEET

## CS 100 – Introduction to Computers

**Lecture:** Tuesdays and Thursdays 4:00 PM – 5:15 PM A1085-1  
**Tutorial:** Monday 1:00 PM – 2:15 PM A2212

### Calendar Description: (3)A

An introduction to computing concepts, computer hardware, operating systems, software and the Internet. Applications in areas such as word processing, presentations, spreadsheet and database use are included.

**Instructor:** John Wiest

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**Office:** G2202

**Office Hours:** Mon 11:00 AM- 1:00PM, Tue 1:00PM – 3:00PM, or by appointment

- Texts:**
- 1) *Tomorrow's Technology and You 9<sup>th</sup> Edition*,  
George Beekman & Ben Beekman,  
Pearson – Prentice-Hall, Inc.  
ISBN: 013504510X
  - 2) *Go! With Microsoft-Office 2007 Introductory, 3<sup>rd</sup> Ed.*,  
Gaskin, et. all.  
Prentice-Hall, Inc.  
Online resources: [http://wps.prenhall.com/bp\\_go2007intro\\_3/](http://wps.prenhall.com/bp_go2007intro_3/)  
ISBN: 0135059232

Students can purchase a 180 days access to online versions of the textbooks at

[www.coursesmart.com](http://www.coursesmart.com)

### Course Information:

The course consists of 2½ hours of lecture and 1¼ hours of lab/tutorial per week. 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.

## Attendance:

Students are expected to adhere to the attendance policy outlined in the Ambrose University College Academic Calendar. If a student misses an exam or assignment deadline due to illness or bereavement, the student should speak to the professor and, where possible, provide a doctor's note.

## Marking:

Students will be evaluated based on assignments to be discussed further in class, a midterm and final exam based on materials covered in the course, and on an oral presentation to be given during the lecture time. Submission of assignments will be discussed during class time. The oral presentations will be done in groups of 2 (or 3 if necessary) and should last approximately an hour in length. Subjects for the oral presentation will be negotiated in class. In addition to presenting, the group is responsible for submitting study notes to the instructor to be posted to the course website. Information given in these presentations is considered viable material for examination. A presentation marking rubric will be negotiated in class.

Final grades will be calculated as follows.

Oral Group Presentation	40%
Assignments	15%
Midterm	20%
Final Exam	25%

## Grading Scheme

A+	96-100%	C+	67-69%
A	90-95%	C	63-66%
A-	85-89%	C-	60-62%
B+	80-84%	D+	54-59%
B	76-79%	D	50-53%
B-	70-75%	F	Below 50%

*It is the responsibility of all students to become familiar with and adhere to academic policies as 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@ambrose.edu](mailto:privacy@ambrose.edu).*

*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" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). 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.*

*Course changes, including adding or dropping a course, may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.*

*Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of 'W' will be recorded on the student's transcript for*

*any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). 'W' grades are not included in grade point average calculations. A limit on the number of courses from which Academic a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.*

*An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.*

*Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be familiar with the policy statements 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 and become part of the student's permanent record.*

**Important Dates:**

<b>Sept. 17</b>	<b>Last day to enter or withdraw from a course without penalty.</b>
<b>Oct. 11</b>	<b>Thanksgiving Monday (no Tutorial)</b>
<b>Nov. 11</b>	<b>Remembrance Day (No Classes)</b>
<b>TBA</b>	<b>Final Exam</b>

Students may request revised final exams if they have three exams in one 24-hour period or two exams at the same time. Final exam schedule revision request forms are available at the Registrar's Office and must be handed in by Monday, November 29, 2010. If you do not have your request in by this date, all exams within a 24-hour period will have to be written as scheduled. If you have two exams at the same time, you will be given four hours to write both exams. Graded final examinations will be available for supervised review at the Academic Office (L2044) and will be destroyed after six months.

**Presentation Topics:**

- 1) History of computing and computers
- 2) Hardware Basics: Computer components.
- 3) Hardware Basics: Peripheral hardware
- 4) Software Basics: Programs, Operating Systems, etc.
- 5) Word Processing and Spreadsheets
- 6) Graphics, Data Compression, and Multimedia
- 7) Databases
- 8) Networking and Communication
- 9) The Internet
- 10) Computer Security and Risks
- 11) Future trends in Computers
- 12) Ethical and Human Concerns in Computing