



# CS 100

## Introduction to Computers

Number of credits: 3

Prerequisite:  
Math 30

Semester: Winter 2016

Days: Wed, Fri, 14:30 – 15:45

Room: A2133

Lab – day: Fri, 9:45 - 11:00

Lab–Room: A2131

Instructor: John Wiest

Email: [jwiest@ambrose.edu](mailto:jwiest@ambrose.edu)

Phone: 403-410-6915

Office: L2115

Office hours: Wed @ 12:00 PM or by drop in

### Course Description:

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.

### Further 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.

### Expected Learning Outcomes:

It is the aim of the course that students 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 Office applications for text processing, data

### Important Dates:

First day of classes: January 06, 2016

Registration revision period: January 17, 2016

Last day to request revised examination: February 29, 2016

Last day to withdraw from course: March 18, 2016

Last day to apply for time extension for coursework: March 29, 2016

Last day of classes: April 13, 2016

**Final Exam: Sat., April 16, 2016**

**Time: 13:00 – 16:00**

**Room: A2131**

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management and representation, preparation of computer based public presentations.

### **Course Topics:**

- 1) **History of computing and computers**
- 2) **Algorithms**
- 3) **Binary Code**
- 4) **Hardware in the box**
- 5) **Hardware outside the box**
- 6) **Storage**
- 7) **Logical Operators**
- 8) **Software Basics**
- 9) **Databases**
- 10) **Entity-Relationship Diagrams and Schemes**
- 11) **Networks and Networking**
- 12) **Internet Specifics**
- 13) **HTML stuff**
- 14) **Graphics, Data Compression, and Multimedia**
- 15) **Computers in the Workplace**
- 16) **Computer Security and Risks**
- 17) **Cryptography**
- 18) **Social Media**
- 19) **Future trends in Computers**

### **Requirements:**

Access to a computer

### **Submission of Assignments:**

All assignments will be done on computers and emailed to the instructor. Information regarding how this submission is to be accomplished will be given out with each assignment. Students are expected to hand in a unique assignment that is their own.

### **Attendance:**

Students are expected to attend all lectures and tutorials to ensure success on exams, and quizzes. Students not attending lectures may find themselves missing information not covered in the textbook. Any student who is absent for an exam or misses an assignment due date should speak to the professor and, where possible, provide a doctor's note.

### **Evaluation:**

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 approximately 3 students and should last 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 discussed in class.

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Final grades will be calculated as follows.

Oral Group Presentation	20%
Assignments	25%
Midterm	20%
Final Exam	35%

## Grade Summary:

The available letters for course grades are as follows:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Description</u>
A+	96-100%	
A	91-95%	Excellent
A-	87-90%	
B+	83-86%	
B	79-82%	Good
B-	73-78%	
C+	69-72%	
C	64-68%	Satisfactory
C-	59-63%	
D+	55%-58%	
D	50-54%	Minimal Pass
F	Below 50%	Failure

## Policies:

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (Cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty. These courses will not appear on the student's transcript. Courses should be added or dropped on the student portal by the deadline date, please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a Request to Withdraw from a Course by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. A grade of "W" will appear on the student's transcript.

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.

Students, who find a conflict in their exam schedule must submit a **Revised Examination** Request form to the Registrar's Office by the deadline date, please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to engage in electronically-enabled activities unrelated

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to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### **Academic Policies**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the 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).

### **Extensions**

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 deadline date, please consult the List of Important Dates. Course extensions are only granted for serious issues that arise “due to circumstances beyond the student’s control”.

### **Appeal of Grade**

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 Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. 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 the university college. Students are expected to be familiar with the policies in the current Academic Calendar 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.

Students are strongly advised to retain this syllabus for their records.

### **Other Important Dates**

Feb. 15	Family Day
Feb. 16-20	Mid-Semester Break (No Classes)
<b>Feb. 26</b>	<b>Midterm Exam</b>
Mar. 1 – 3	Global Impact Days
Mar. 11-13	Legacy Youth Conference
Mar. 28	Ambrose Research Conference