



COURSE SYMBOL AND NUMBER: CS 140  
COURSE DESCRIPTER: MGE  
COURSE TITLE: Introduction to Computers  
SEMESTER/TERM TAUGHT: Fall 2004  
NAME OF FACULTY MEMBER: Mr. Jack L Espinal  
TITLE OF FACULTY MEMBER: Senior Instructor  
FACULTY OFFICE LOCATION: N/A  
FACULTY OFFICE HOURS: Mondays 6-7 PM  
FACULTY OFFICE TELEPHONE NUMBERS:  
Home Phone: 703 534-7484 *Office Phone:* 703 705 7864  
FACULTY PARK EMAIL ADDRESS: [jack.espinal@park.edu](mailto:jack.espinal@park.edu)  
OTHER FACULTY E-MAIL ADDRESS: [jack.espinal@cox.net](mailto:jack.espinal@cox.net)  
FACULTY WEB PADE ADDRESS: [www.jespinal.com](http://www.jespinal.com)  
DATES OF THE SEMESTER/TERM: 9 August- 9 October 2004  
CLASS SESSION DAYS:: Wednesdays  
CLASS SESSION TIME: 5:00 PM - 10:00 PM  
CLASS LOCATION: Henderson Hall

## SYLLABUS FOR INTRODUCTION TO COMPUTERS

**PREREQUISITE(S):** None

**MISSION STATEMENT:** The mission of Park University, an entrepreneurial institution of learning, is to provide access to academic excellence, which will prepare learners to think critically, communicate effectively and engage in lifelong learning while serving a global community.

**VISION STATEMENT:** Park University will be a renowned international leader in providing innovative educational opportunities for learners within the global society.

**COURSE DESCRIPTION:** This course introduces computer concepts, terminology, and applications to enable students to use computers in their education and career. This class will feature lectures, written assignments, and demonstrations of computer concepts. The lab will concentrate on hands-on computer lab projects using the dominate Windows operating system and Office applications. Software will include Word, Excel, Access, PowerPoint and Internet browsers. Students will be introduced to the structure and use of personal computer hardware, peripherals, comparison of popular operating systems, recent history of technology and some ethical implications.

**FACULTY'S EDUCATIONAL PHILOSOPHY:** The instructor's educational philosophy is one of interactiveness based on discussions, readings, lab experiments, observations, quizzes, examinations, video, internet-mail exchange and writings. The instructor will engage each learner in the lively exploration of computer technology, discussions of readings, oral reports/presentations; field trips; videos, and other media that may be deemed appropriate and available. Collaborative learning techniques will be used to analyze and solve problems in small groups. This course presents basic principles of computer technology.

### **COURSE OBJECTIVES:**

1. Students will be able to explain the merging of communications and information systems and discuss how this impacts society.
2. Students will be able to recognize the components of a personal computer and explain how they relate to each other.
3. Students will be able to compare options available in the Washington, DC area for connection to the Internet.
4. Given a specific situation, students will be able to analyze and select the best available internet connection option.
5. Students to be about explain how networks and the Internet work.
6. Students will be able to demonstrate how to use word-processing, spreadsheet, and data base software to solve personal and business problems.
7. Students will be able to explain the components of a software system.
8. Students will be able to compare common operating systems and explain the differences.
9. Students will be able to describe the hardware used in a modern personal computer and demonstrate how it is all connected together.
10. Given a specific computing requirement, students will be able to select the components needed to build a cost effective computer to meet this requirement.
11. Students will be able to describe primary and secondary storage
12. Students will be able to compare the available input and output hardware for a modern computer system.

13. Students will be able to explain the differences between analog and digital signals.
14. Students will be able to demonstrate and explain the use of client/server and peer to peer networks, Ethernet, and token rings.
15. Students will be able to design in use simple relational databases.
15. Students will be able to describe security threats to computers and communications systems.
16. Students will be able to demonstrate methods of safeguarding computers and communications against security threats.

**COURSE TEXTBOOK:** Williams, Brian K and Sawyer, Stacey. (2002). Using Information Technology Complete Edition, Fifth Edition. McGraw Hill. New York, NY

**ACADEMIC HONESTY:** Academic honesty is required of all members of a learning community; hence, the College will not tolerate cheating or plagiarism on tests, examinations, papers, and other course assignments. Students who engage in such dishonesty may be given failing grades or expelled from the College.

**PLAGIARISM:** Plagiarism, the appropriation or imitation of the language or ideas of another person and presenting them as one's original work, sometimes occurs through carelessness or ignorance. This does not make it less serious, however. Students who are uncertain about proper documentation of sources should consult their course instructors.

**ATTENDANCE POLICY:** Instructors are required to keep attendance records and report absences. The instructor may excuse absences for cogent reasons, but missed work must be made up within the term of enrollment. Work missed through unexcused absences must also be made up within the term of enrollment, but unexcused absences may carry further penalties. In the event of two consecutive weeks of unexcused absences in a term of enrollment, the student will be administratively withdrawn, resulting in a grade of "F". An Incomplete will not be issued to a student who has unexcused or excessive absences recorded for a course. Students receiving Military Tuition Assistance (TA) or Veterans Administration (VA) educational benefits must not exceed three unexcused absences in the term of enrollment. Excessive absences will be reported to the appropriate agency and may result in a monetary penalty to the student. Reports of F grade (attendance or academic) resulting from excessive absence for students receiving financial assistance from agencies not mentioned above will be reported to the appropriate agency.

**LATE SUBMISSION OF COURSE MATERIAL:** Late assignments will be accepted only with prior approval. Otherwise, students will receive a score of zero.

**ASSESSMENT:** Grades will be based upon the following items:

Item	Approximate Weight	<b>Notes:</b> Quizzes and in class exercises are given only during class. There are no make-ups permitted if you miss them in class.  Students must have at least a passing grade for each of the areas to the left to receive a passing grade for the course.  Research Project Presentations must be made on the date scheduled to receive full credit  Students must receive a passing score for each item on the left to pass the course
In Class Exercises	10%	
Reading & Problem Sets	10%	
Quizzes	10%	
Computer Lab Exercises	10%	
Research Project / Presentation	10%	
Smithsonian Field Trip & Presentation	10%	
Midterm Examination	15%	
Final Examination	25%	

**CLASSROOM RULES OF CONDUCT:** Class participation is expected and will form a part of the final grade. Students are expected to come to all classes and be on time. Roll will be checked each class meeting. Students are required to read all assigned material prior to class. Classes missed for legitimate reasons, such as illness, temporary duty, are excusable; however, the student must make up the missed work as follows: written chapter problem solutions/comments must be turned in by e-mail prior the missed class session. Written solutions to problems and discussion subjects covered in class will be prepared and presented to the instructor at an agreed upon date and an additional ten chapter questions will be completed. (a partial failing grade for class participation will be assessed for un-excused absences). Exercises done in class and associated study guides cannot be made up. Students missing class will receive zeros for these assignments. The course web page -

<http://www.jespinal.com> - contains electronic copies of many of the exercises and practice sets used in class. Browse the web page to see what is there.

**DISABILITY GUIDELINES:** Park University is committed to meeting the needs of all students that meet the criteria for special assistance. These guidelines are designed to supply directions to students concerning the information necessary to accomplish this goal. It is Park University’s policy to comply fully with federal and state law, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, regarding students with disabilities and, to the extent of any inconsistency between these guidelines and federal and/or state law, the provisions of the law will apply. Additional information concerning Park University’s policies and procedures related to disability can be found on the Park University web page: [www.park.edu/disability](http://www.park.edu/disability).

**COURSE REQUIREMENTS:** Students are required to read all assigned material prior to class and be prepared to discuss them and apply them to problem solving situations presented in class. Assigned problems and chapter questions will be completed before the beginning of class. Discussion of chapter questions and assigned problems will be the basis of the class participation grade. Students will research an instructor-approved subject and make an oral presentation on that subject to the class. Students will make an oral group presentation to the class after the Smithsonian Field Trip

**XV. COURSE TOPICS/DATES/ASSIGNMENTS:**

Date	Reading	Prepare for Class Session Topic	Evaluations
Wednesday August 11, 2004	Chapter 1	Introduction to Information Technology SAQ 1 thru 5	Quiz Exercise
Wednesday August 18, 2004	Chapter 2 & 7	Internet and Cyberspace Ch2 SAQ 1, 2, and 5 Ch 7 SAQ1,3,4,5,6,	Quiz Exercise
Wednesday August 25, 2004	Chapter 3 & 8	Application Software & Relational Databases Ch 3 SAQ 1, 4 Ch 8 SAQ 1, 4, 5, 7	Quiz Exercise
Wednesday September 1, 2004	Chapter 4	System Software SAQ 1, 5, 6 and 8	Quiz Exercise
Wednesday September 8, 2004		No Class Held Field Trip on Saturday, 25 September 2004	
Wednesday September 15, 2004	Chapter 5	Hardware and Building Computers	Midterm Exam
Wednesday September 22, 2004	Chapter 6	Input, Output, and Communications Ch 5 SAQ 1 thru 5 CH 6 SAQ 2, 3, 5,6	Quiz Exercise
Saturday September 25, 2004		Smithsonian Field Trip - American History Museum – Information Age Gallery	Quiz Exercise
Wednesday September 29, 2004	Chapter 9	and Computer Security SAQ 1,3,6,7	Quiz Exercise
Wednesday October 6, 2004	All Previous References	Emerging Technology	Final Exam

**GRADING PLAN:**

Percentage	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60 or 3 un-excused absences. Also see the note above	F

**MAKING UP A MISSED FINAL EXAM:** Only extraordinary circumstances warrant a student's being allowed to make up a missed final examination. It is the student's responsibility to contact the instructor before the scheduled exam or by the end of the first working day after the day of the missed exam to request permission to take a make-up exam. In the process of determining whether a make-up exam should be allowed, the burden of proof is on the student. The instructor has the right to request verification of any excuse offered by the student.

The student who is denied permission to take a make-up exam may appeal immediately to the Academic Director or Resident Center Administrator. The appeal must be made by the end of the first working day after the day of the denial. The appeal will be forwarded immediately to the Assistant Vice President for Extended Learning whose decision will be final.