

Introduction to Personal Computing

Instructor: Michael D. Falkow
Section: 11
Code: 07140
Lecture: Thursday 1800 - 1950 in CS-401
Lab: Thursday 2000 - 2150 in CS-401
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Textbook: Schultz, Greg. *Using Microsoft Works 3 for the Mac*, Que Corporation, 1992

Materials: Two or three 3½" floppy diskettes. One or two 9" X 12" manilla envelopes or sealable folders.

Prerequisites: The desire to become acquainted with, and learn how to use, one of the most dramatic technological advancements of our time--the personal computer.

Coursework: The required coursework for this class is divided into four (4) parts:

Lab

Assignments: During this semester, there will be approximately 10 lab assignments. They will consist of short exercises that will demonstrate the knowledge and abilities you acquire while using Microsoft Works 3 for the Mac. Some assignments may require outside preparation. All work submitted in this course **MUST** be done using Microsoft Works 3 for the Mac--No Exceptions!! Assignments will be due at the beginning of the specified lab class.

Early or late assignments will seldom be accepted. All assignments **must** be in a manilla-type envelope with your student identification information on the outside. All work should be appropriately labeled and easy to understand. Remember, the easier it is for me to read, the happier I will be when I grade it. ☺

Attendance at the lab section is mandatory!

Quizzes: There will be a short quiz at the beginning of most lab sessions. They will cover material from the lecture, lab, and text. **There will be no make-up quizzes.** If you cannot attend for a valid reason, you must contact me (or leave a message with the Computer Science Department) as soon as possible, preferably *before* the session meets. If you should miss a quiz for a valid reason, your quiz average will be computed using the number of quizzes you actually took. (Valid reasons will be determined on a case-by-case basis.)

Final Exam: There will be a closed book and closed notes comprehensive final exam that may involve the use of the Macintosh. It will cover all reading, lab, and lecture material. The final exam will be given on Thursday, May 26, 1994 at **5:00 p.m. until 6:50 p.m.** If you miss the final exam, the University regulations governing incomplete grades and unauthorized withdrawals will apply.

Report: You will be required to write a short report on how computers are used in your field of study. The length of the report should be about 10 pages (double-spaced). The report will be due on May 12, 1994, at 6:00 p.m. In addition to being done using Microsoft Works 3 for the Mac, it must be printed using a laser printer.

**Grading
Criteria:**

Final Course Grades will be determined using the following breakdown:

Lab Assignments:	25%
Quizzes:	30%
Final Exam:	20%
Report:	15%
Class Participation/Attendance:	10%

I will drop your lowest lab assignment score and your lowest quiz score. To determine your final grade, I will use a curve system with the following modifications:

100% to 90%	guaranteed A
89% to 80%	guaranteed at least a B
79% to 70%	guaranteed at least a C
69% to 60%	guaranteed at least a D

This means that no one will be penalized if the entire class does excellent work. It merely allows me to make adjustments if circumstances warrant them (i.e., a very difficult quiz and the entire class does poorly).

Since this is a college-level course, your work should not only reflect proper use of the concepts learned in this course, but it should also reflect the proper use of grammar and writing style. I will take this into account when grading your lab assignments, as well as your report. A good rule of thumb will be to prepare your work as if you were going to present it to an employer or customer.

Academic

Dishonesty: Cheating includes, but is not limited to, turning in work that derives from or contains someone else's work. (See the University Regulation section of the CSUF Catalog for a detailed description.) If you have any questions, please ask me. Penalties will apply to **ALL** people involved (even if someone copies your work without your knowledge--so protect your work!) The penalties can range from no credit for the work in question to failure of the course and a written statement being placed in your permanent University record.

**FINAL
NOTE:**

The information presented in the lecture will be somewhat different from the information presented in the course text. This is an introduction to personal computing course, therefore, the topics presented in the lecture will touch many areas of personal and business computing. Consequently, it will be vital that you attend each lecture since a majority of the questions on the quizzes and final exam will come predominantly from the lecture notes.

Lecture Topics

The following topics will be covered in this course:

- *History of computers*
- *Shopping for a computer*
- *Job Opportunities that require computer skills*
- *Input/Output (how computers process information)*
- *Multiprocessing*
- *Processors and Memory*
- *Storage Devices*
- *Computer Communication*
- *Office Automation*
- *Word Processing*
- *Spreadsheet Applications*
- *Database Management Systems*
- *Graphics*
- *Systems Analysis*
- *Software Development Lifecycle*
- *Hardware Development*
- *Multimedia*
- *Computers and Society*
- *Artificial Intelligence/Robotics*
- *Virtual Reality*

Course Description

The primary goal of this course is to give you a solid background in personal computing. After completing this course, you should be able to consider yourself not only computer literate, but computer educated.

For those of you who may be thinking about the study of computer science, this course will give you the chance to survey many aspects of this extremely dynamic field. It will be the perfect headstart as you journey toward your degree.

For those of you are taking this class in an effort to augment your skills and fortify your chances for career growth, you are making one of the smartest choices in your life. There is no doubt whatsoever that computers will become an integral part of our daily lives (if they aren't already). Having the ability to use a computer to help you accomplish both personal and job related tasks will put you far ahead of all your colleagues who will wait until it is too late.

We will do our best to complete most of the topics presented in this syllabus.

Before each quiz, we will take 5-10 minutes to answer any questions about the material covered in the previous lectures or reading assignments.

FINAL THOUGHT!

Don't be afraid to ask questions about something you don't understand. No question is ever dumb, except one that is left unasked!