THE UNIVERSITY COLLEGE OF THE CARIBOO

COMPUTING 170 -- Course Outline

Introduction to Computing
Winter 2003

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Course Description

This course is intended for **non-science students** and non-mathematics students and is designed to offer a general introduction to the world of computers including the terminology, their history, their uses and impact on society, and their programming. During the labs, the student will learn how to operate and use a microcomputer, and some common microcomputer software such as Windows, word processing, spreadsheets, presentation packages and graphics. The Internet as a research tool and presentation medium will also be introduced.

Educational Objectives/Outcomes

This course provides students with an understanding of the microcomputing environment, development of fundamental computing skills, and introduces students to Internet communication. Upon completion of the course, students are aware of the use and impact of computing technology and be well-equipped to function in and/or pursue further studies in computing. It is a survey course; only introductions to software packages are completed.

Prerequisites

None, but basic keyboarding and computing skills are a definite asset.

NOTE: COMP 170 is not recommended for students in the business or sciences programs; such students should register in BBUS237 or COMP100. Credit can not be obtained for more than one of COMP100, COMP170, and BBUS237

Transfer Credits: UBC: CPSC 100 level SFU: CMPT 100 UVIC: CSC 100

Texts/Materials

Package: Shelly, Gary, 2002, Course Technology

- **Discovering Computers 2003: Concepts for a Connected World** (Complete)
- **Microsoft Office 2000: Introductory Concepts and Techniques**, (Word, Excel, MS PowerPoint)
- **Microsoft Windows : Introductory Concepts and Techniques**
- **HTML: Introductory Concepts and Techniques**

Equipment:

- at least two (2) 3.5" high-density diskettes
- standard mouse: serial (9-pin), USB, or PS/2
- 8.5 x 11" laser/inkjet paper

Other References

Your text has references to many websites that you can visit for further information. These references correspond to the particular sections covered in the lectures.

Numerous books along with videotapes are currently available from the library. The Internet is an excellent source of additional information, which students are strongly encouraged to use.

Student Evaluation

Final marks will be assigned according to the following proportions:

Assignments/Labs: 20%	Quizzes: 15%	Midterm Exam: 25%	Final Exam: 40%

The course has only 1 lab hour per week. You will need to spend at least 2 hours outside of class per week on lab and assignment work. Attendance in the labs is therefore a great help--plan to attend every lab.

Course Notes

1. If you miss an examination, you must have a valid reason and the **prior** approval of the instructor; otherwise, you will receive a mark of zero on the test.
2. A late assignment will not be accepted unless a medical note from a doctor is provided.
3. All assignments must be prepared to a professional level of quality. Spelling and grammar errors are unacceptable.
4. Highest levels of academic efforts are expected of students. Academic dishonesty is a very serious offence. All work submitted must be your own. Plagiarism will not be tolerated and may result in: grad of zero, loss of letter grade for the course, or expulsion from UCC.

Course Topics

Lecture Topics (shown in order of presentation, and conditional on time permitting)

Unit	Topic	Chapter
1.	Introduction to Computers and Computer uses	1
2.	Application Software and the Web	2
3.	Components "In" the System Unit	3
4.	Input Peripheral Devices	4
5.	Output Peripheral Devices	5
6.	Storage Systems and Storage Technologies	6
7.	Multimedia and Its Applications	13
8.	Internet and the Web	7
9.	Security, Privacy, and Ethics	14
10.	Systems Software: Operating Systems and Utilities	8
11.	Communications and Networks	9

Assignment/Lab Topics

Assignments and exercises will be based on the tools used in labs,

Windows (assignment may not be required), Word (document processing), HTML (web page creation), PowerPoint (content presentation), Excel (numeric/data processing)