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# Introduction to Computing

## WEB SYLLABUS

### Course Description

**Introduction to Computing** is a 3-hour introductory computer course and it is listed in the current WKU/BGCC Schedule Bulletin on TopNet.

**Introduction to Computing** is a Web Class.

**Both lab practice and computer concepts will be emphasized.**



### NETIQUETTE and Discussion Etiquette:

Western Kentucky University is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations, including diversity of thought, opinion, and value. We encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. Should such inappropriate comments occur, I will intervene as I monitor the dialogue in this course. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not the person.
- Never post content that is harmful, abusive; racially, ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.

### Course Objectives (Listed by Assignment)

OBJECTIVES - LISTED BY ASSIGNMENT			
ASSIGNMENT	OBJECTIVES. The student will demonstrate that he/she is able to:	Graded	Points
ORIENTATION PROJECT	Explain the course policies and expectations	ORIE FORM	10
	Explain the difference between online and face-2-face courses	ORIE EMAIL	10
1 Our Digital World (CHAPTER 1)	1.1 Explain and give examples of digital technologies	SG1	40
	1.2 Discuss the advantages of using computers	Ch1 LA	30
	1.3 Briefly explain the computing process	Discussion 1	10
	1.4 Distinguish between computers and computer systems	Quiz 1	15
	1.5 Identify the components of a computer system		
	1.6 Describe the categories of computers		
	1.7 Differentiate between wired and wireless computing		

2 Input and Processing (CHAPTER 2)	2.1 Define the terms <i>input</i> and <i>processing</i> 2.2 Categorize input devices for personal computers and explain their functions 2.3 Identify the main components of the system unit and explain their functions 2.4 Explain the four basic operations of a machine cycle 2.5 Describe the different types of computer memory and their functions 2.6 Discuss the importance of expanding a computer's capabilities and explain how it can be accomplished	SG2 Ch2 LA	40 30
3 Output and Storage (CHAPTER 3)	3.1 Define output, and describe hard copy, soft copy, and the different types of output 3.2 Explain the difference between an output device and output media 3.3 Identify the major types of monitor technologies and how they function 3.4 Describe the various types of printers, their printing processes, and the types of printing jobs they are commonly used for 3.5 Identify the less common types of output devices and their uses 3.6 Explain the types of storage media, how they operate, and how data or information is stored on them	SG3 Ch3 LA	40 30
4 System Software (CHAPTER 4)	4.1 Define software and identify the three principal types of system software 4.2 Explain the concept of an operating system and identify its main functions 4.3 Identify the differences between command-line interfaces and graphical user interfaces (GUIs) 4.4 Differentiate PC, server, and handheld device operating systems 4.5 Describe the different types of utility programs and their functions 4.6 Explain language translators and describe the primary difference between compilers and interpreters	SG4 Ch4 LA Discussion 2 Quiz 2 Smart Comp 1	40 30 5 15 5
5 Application Software (CHAPTER 5)	5.1 Define application software and provide examples of the different kinds of tasks it can be used for 5.2 Differentiate between the four major types of application software 5.3 Describe the activities that productivity software supports 5.4 Identify examples of software that are used in the household 5.5 Describe the different types of graphics and multimedia software 5.6 Explain how communications software is used	SG5 Ch5 LA1-Word Ch5 LA2	40 20 10
MIDTERM EXAM		Midterm Objective	100
6 Telecommunications and Networks (CHAPTER 6)	6.1 Explain the role of telecommunications in the operations of networks and the Internet 6.2 Describe the characteristics of data transmission 6.3 Identify the types of wired and wireless media and explain how they are used 6.4 Compare the major network classifications and discuss their functions 6.5 Define network topology and discuss the four principal types 6.6 Describe communications protocols and explain their functions in data communications	SG6 Ch6 LA1 Ch6 LA2-Excel Discussion 3 Quiz 3 Smart Comp 2	40 10 20 5 15 5

7 The Internet and the World Wide Web (CHAPTER 7)	7.1 Describe the range of activities made possible by the Internet 7.2 Explain how to connect to the Internet 7.3 Discuss the different elements that are involved in navigating the Internet 7.4 Describe how information is found on the Internet 7.5 Discuss some of the newer Internet applications 7.6 Analyze the behavior of the Internet community	SG7 Ch7 LA1 Ch7 LA2-PPT Ch7 LA3-VR +	40 10 10 10
8 Security Issues and Strategies (CHAPTER 8)	8.1 Identify the major security risks associated with networking 8.2 Classify computer viruses and explain how each type works 8.3 Identify hardware and software security risks 8.4 Discuss effective security strategies	SG8 Ch8 LA1 Ch8 LA2-PRG	40 15 15
9 Database and Information Management (CHAPTER 9)	9.1 Explain how databases work and identify their basic structural elements 9.2 Identify some common information systems that use databases 9.3 Describe the elements of a database management system (DBMS) and their functions 9.4 Discuss the different database classifications 9.5 Explain how databases are designed 9.6 Differentiate among methods of data processing 9.7 Describe the areas of responsibility for a database administrator	SG9 Ch9 LA1 Ch9 LA2-Rsch Discussion 4 Smart Comp ad	40 15 15 10 15
FINAL EXAM		Final Application Final Objective	50 100
		<b>TOTAL</b>	<b>1000</b>

## Major Topics

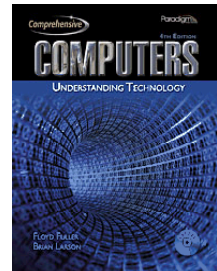
- **Introduction to Computers** (computer literacy, hardware, software, networking, the Internet, classification of computers)
- **Input and Processing** (input devices, the system unit, motherboard, CPU, ALU, machine cycle, computer memory, RAM)
- **Output and Storage** (monitors, printers, all-in-ones, audio devices, floppy disks, hard disks, USB flash drives, CD-ROMs, DVD-ROMs)
- **System Software** (software, system software, OS, command-line interface, GUI, Windows OS, Macintosh OS, Linux, Server OS, UNIX, OS for handheld devices, utility programs, translators)
- **Application Software** (packaged and custom software, free software, word processors, desktop publishers, spreadsheets, database management systems, presentations, suites, personal finance software, games, educational software, painting software, drawing software, image-editing software, video software, audio software, web authoring software, E-mail, Web browsers, search engines, IM software)
- **Telecommunications and Networks** (networking, bandwidth, analog and digital transmission, parallel and serial transmission, wired communications media, wireless communications media, client-server architecture, peer-to-peer architecture, LANs, WANs, intranets, extranets, bus topologies, star topologies, ring topologies, hubs, switches, repeaters, routers, gateways, bridges, NICs, NOS, protocols)

- **The Internet and the World Wide Web** (e-mail, chat rooms, IM, blogs, message lists, message boards, newsgroups, telecommuting, FTP, online games, e-commerce, distance learning, dial-up access, LAN connection, cable modem, wireless, satellite, Web browsers, URLs, packets, Web page, HTML, XML, Java applets, cookies, plug-ins, banners, pop-ups, search engines, Google, webcams, netiquette, privacy issues, copyright infringement)
- **Security Issues and Strategies** (threats, vulnerabilities, hackers, crackers, user IDs and passwords, spoofing, online predators, denial of service attacks, information theft, viruses, worms, systems failure, employee theft, crack, physical security, firewalls, antivirus programs, data backups, disaster recovery plan, authentication)
- **Database and Information Management** (databases, data vs. information, entities, fields, records, files, information system, MIS, decision support systems, CAM, CIM, DBMS, primary keys, query tools, security measures, metadata, data dictionary, legacy database access, backup recovery utilities, flat file databases, relational databases, object-oriented databases, multimedia databases, hybrid databases, operational databases, data warehouses, forms, reports, data filters, batch processing, transactional processing, data entry operators, adding/modifying/deleting/sorting records, database administrators, data loss, data corruption, backup and recovery operations, database response time, record locking, data integrity, data validation)

## Textbook, Supplies, and Other Needs

### Required Textbook

- **Computers: Understanding Technology (Comprehensive), 4<sup>th</sup> Edition**, by Fuller and Larson, ISBN 978-0-76383-728-0, Paradigm Publishing.
- I recommend that you purchase the textbook from the South Campus Bookstore (270) 780-2525.
- However, there are other sources where you may be able to get it from. Some of these sources are [www.amazon.com](http://www.amazon.com), or [www.half.com](http://www.half.com), or [www.ecampus.com](http://www.ecampus.com). Or you may try the WKU Bookstore online at the following URL: <http://www.wku.edu/Info/Bookstore>. If all this fails, here is another good source: [www.emcp.net](http://www.emcp.net) (the textbook's publisher). Once there, you can navigate to the textbook. After navigating, you will find the textbook at: [www.emcp.com/product\\_catalog/index.php?GroupID=95](http://www.emcp.com/product_catalog/index.php?GroupID=95) and you can order it from there. Make sure you choose the Comprehensive version which has a blue color cover (see textbook cover image above right). In other words, do not get the Brief or Introductory version! Let me point out that you MUST have the textbook by the first day of classes, so keep this in mind when you order it online. Keep in mind that receiving your textbook late is not an excuse for turning in your assignments late!



### Required Magazine (a single issue to use the entire semester/term will do!)

- **Smart Computing** (or similar) magazine. Purchase (or obtain a copy of) a current or a recent (published within the last 1-3 months) issue of **Smart Computing Magazine**. This magazine (you may get it at Barnes and Noble or other bookstore or from Staples or from [www.smartcomputing.com](http://www.smartcomputing.com)) has helpful information for both the novice and the experienced computer user. Although it is recommended that you use **Smart Computing**, you may instead use a current issue of **PC**



**MAGAZINE** which you can find on the web ([www.pcmag.com](http://www.pcmag.com)) or possibly at a major bookstore. The Smart Computing issue cover image on the right is for demonstration only. Yours will probably have a different cover.

### Required Supplies:

- You will need one flash (thumb) drive (1 GB or more). Our bookstore may sell 1 GB flash drives. If you want to shop around, you may try **staples.com**, **bestbuy.com**, **ebay.com**, etc.  
[A 1 GB flash drive at a local store would probably be less than \$10!]
- Notepaper, pencil, pen, and a three-ring binder for class materials (optional for online classes, but useful).



### Other Needs:

- Microsoft Office 2007 or later. All you need there is Microsoft Word, Excel, and PowerPoint. (Microsoft currently advertises it for just \$59.99 at [www.theultimatesteal.com](http://www.theultimatesteal.com))
- Microsoft Windows XP or Vista or 7.
- Adobe Acrobat Reader (optional).
- Internet connection - fast, not dial-up!
- If you reside in the Bowling Green area you may find it useful to visit the Mass Media and Technology Hall (MMTH) computer lab on WKU's main campus (Normal Drive). This lab is open 24/7 and has all the technology you need to complete the assignments (PCs with MS Office 2007, etc.). Call (270) 745-8910 for directions and other information. In addition, there is an open computer lab on South Campus that is currently open M-F during normal office hours. Call (270) 745-8910 for directions and other information.

If you wish to purchase the latest version of Microsoft Windows or Microsoft Office, you may want to check with your local vendors and/or check with the WKU Bookstore (1.800.444.5155) for educational software prices. You may check the software pricing at the WKU Bookstore online at <http://www.wku.edu/Info/Bookstore> (once there, click the link **computer software**).

Microsoft occasionally offers it at a reduced price. When offered, it is available at: <http://theultimatesteal.com>.

## Location on the Internet

Your Blackboard course **CSCI 145C - Introduction to Computes** is located at the following URL (please bookmark on your personal computer):

<http://ecourses.wku.edu/>

If you do not know how to login to Blackboard, please call the WKU Help Desk at (270) 745-7000. If it is after hours, or if they are busy with another call, please leave a message. Be prepared to give your 800 student ID#, and possibly your full name, the course id you are trying to access (e.g. CSCI 145C), the section number, and the instructor's full name.

**NOTE: The server on which this class is located is backed up sometime during the week or weekend. If you try to access this site and cannot, please try again several hours later. (Blackboard is usually unavailable between 2:30 am and 3:30 am, daily!)**

You will also need the following Website for this class:

<http://www.emcp.net/cut4e>

## Professor Is Available to Help You

Dr. Kontos is an Associate Professor in the Business Division of Bowling Green Community College, WKU.

Office: South Campus C182

Office Phone: 270.780.2588

Email Address: george.kontos@wku.edu (*I prefer to be reached via email rather than phone!*)

I want to be available to help you! You may call, email, or come by my office for assistance. Whenever you call and leave a message on my office voice mail system or you send me an email requesting my assistance, I will respond to your request as quickly as possible . . . usually within **48 hours (24 hours in the summer or short sessions)**. In my case, *responding to email messages is usually much faster than responding to phone messages.*

## Email Suggestions

Email will be our primary method of communication in this class. Remember that anything you write in an email could be read by others. Each email should deal with one subject or one assignment. Each email or assignment should be concise but include all requested information. For email SUBJECT, please use the following: **Course LastName (short title)**

As an example, if your name is John Smith, you are taking CSCI 145, and you want to write me and ask me a question about a Chapter 3 assignment, then your email SUBJECT should probably be:

**CS145 Smith (Ch3 assignment question).**

If, however, you are taking my INS 270C instead, then it should be:

**INS270 Smith (Ch3 assignment question).**

### IMPORTANT NOTE:

Since I occasionally teach a number of different online classes at the same time, if you want me to read your email messages and give you credit on assignments, make sure you clearly indicate in the subject line the course you are in (CS145)!

Again, the preferred method of communicating with me is **EMAIL!!**

## Class Attendance and Participation

**WEB Class Students: Introduction to Computers** is an adventure for all of us! You must be disciplined to complete assignments on time. You are a part of a class and will communicate with your classmates often. Class attendance is not required but class participation **is** required! Someone could be a part of this class that lives anywhere in the world! The current politically correct term for such a student is a "distributed" student! Each time you want to come to class via the Internet, please check the **Blackboard's Announcement** section and remember to also check your WKU email for any current or relevant new information. In the Announcements you will find the **Course Calendar** with the assignments and their **due dates**.

If you took this class as a traditional or face-to-face class, you would spend almost five hours every week (more for summer classes) actually sitting in a classroom. There would be outside assignments which would require additional time. Therefore, you should probably plan to spend an average of five to seven hours each week (more for summer classes) on this class.

## Evaluation

- Your final grade on the Assignments, Projects, Quizzes, and Tests will be determined using the following scale:

**A**

	<b>900 - 1000 points</b>
	<b>plus all assignments and projects completed</b>
	<b>and submitted by the time and date due</b>
<b>B</b>	<b>800 - 899 points</b>
<b>C</b>	<b>700 - 799 points</b>
<b>D</b>	<b>600 - 699 points</b>
<b>F</b>	<b>Below 600 points</b>

- If for some reason you cannot complete the course on time and find it necessary to request an Incomplete, your final grade will be lowered one letter grade.

## Assignments, Projects, and Tests

- For each assignment posted, I will do my best to also send you an email as soon as I post the assignment, to let you know that it is available and that you can start working on it. It is your responsibility to check your wku.edu email very frequently!
- Soon after I have received an assignment from you, I will email-reply with "**Received. G. Kontos,**" to let you know that it's here. Then, by the assignment's due date (when I get the assignment from most of my students), I will grade it and send you an email note telling you that you may check your grade on Blackboard (Course Tools, My Grades, etc.). Soon after this email, the assignment will be removed from Blackboard and a new assignment will be posted. When you receive the email that I have graded your assignment and I ask you to check your grade on Blackboard, for best results please do so immediately and before the assignment is removed from Blackboard.
- **ALL** assignments, study guides, and projects are to be submitted by the time and date they are due. This means by **12 noon**, Bowling Green time (Central Daylight Time). By "submitted" I mean that the assignment must be received (not just sent!) by noon on its due date!
- I am not willing to accept late assignments. Assignments submitted late that *may* (for a very good reason) be accepted will receive a considerably lower grade. Usually this would mean at least 20% lower for the 1<sup>st</sup> day and this doubles or triples every additional day late. Example: an assignment worth 40 points (if correct) will receive no more than 32 points in the very unlikely situation that I accept it late and possibly a zero if 2 days late. Normally, as new assignments are posted, old assignments are removed from Blackboard because, as mentioned earlier, I am not willing to accept late assignments!
- Each assignment will include instructions about how it should be submitted that you should carefully read and follow before you submit it. The method of submitting an assignment, as instructed by me, may be . . .
  - emailed to me at **george.kontos@wku.edu**,
  - emailed as an attachment to me at **george.kontos@wku.edu**,
  - submitted as a quiz or survey or Assignment using the Blackboard software or the textbook's website,

**NOTE: Do not send me anything via regular mail and do not deliver your assignments in hardcopy (paper) format at my office. This IS an online class!**

Although you will not send anything to my mailing address, I am including it here for the record:

**Dr. George Kontos**  
**Bowling Green Community College**  
**2355 Nashville Road**



## Bowling Green, KY 42101-4144

- **ALL work must be YOUR work!** Any work submitted that is not your work will receive a zero and will not be resubmitted and in this case additional penalties may be applied.
- There will be a **MIDTERM EXAM**.
- There will be a **FINAL EXAM**.
- Directions about the exams will be posted before the exams are due. You will **NOT** need to travel to a proctor center to take an exam! However, you will need to have an exam proctor (of your choice) who may be a friend or a family member over 18. This proctor needs to observe you while you are taking an exam. Further details will be given to you as time for the exams approaches!
- There will be *no extra credit assignments* in this class.

## Dishonesty or Plagiarism Policy

- **Academic Honesty:** University policy states, "Students who commit any act of academic dishonesty will receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanctions. Again, all work must be *your* work. Anything you submit that is not entirely your own work will receive a 0 and cannot be re-submitted. Note: *Student work may be checked using plagiarism detection software.*
- Please note the following:
- The Academic Calendar and other useful information such as advising and course/program descriptions can be found at BGCC's website <http://www.bgcc.wku.edu>
- Information about BGCC/WKU's Academic Offenses may be found at the following URL: <http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm>
- The Academic Honesty Policy is part of the WKU Student Handbook and may be found at the following URL:
- <http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/toc.htm>
- If a student enrolled in this class commits one of the offenses found in the above URL, he or she will be reported to the Office of Student Life for disciplinary sanctions.
- The bottom line regarding Academic Honesty is...ALL work in this class must be YOUR work! Any work submitted that is not your work will receive a zero and may not be resubmitted.

## Western's Quality Enhancement Plan (QEP)

One of Western's goals is to encourage students to see their education as directly tied to their own lives beyond the time they spend in the classroom. If you want to know more about WKU's Quality Enhancement Plan (QEP) goal and its student learning outcomes, you may visit <http://www.wku.edu/aa/engage/index.htm> (Just read the information about the **QEP Goal** and the **Student Outcomes** on the right-hand-side in this page.) Similar QEP information can be found at



<http://www.wku.edu/Dept/Support/AcadAffairs/pdf/QEPprimer.pdf>.

## **Student Disability Services**

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Office for Student Disability Services in Downing University Center, A-200. The phone number is 270 745 5004.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.