  
Vision. Value. You.


# Introduction to Computers

## CGS 1100

Spring 2004  
Unit 1A


Dr. Martin Hepp

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## Introduction

|           |  |
|-----------|--|
| 2000-2003 | PhD in Management and Information Systems, University of Wuerzburg, Germany  |
| 1994-1999 | Diplom-Kaufmann (M.B.A.), Business Administration and Management, University of Wuerzburg<br>Majors: Information Systems, Operations Research, Law |



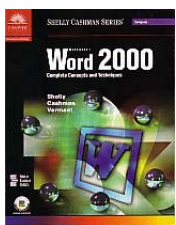
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## Textbook

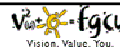
- Shelly Cashman Series: Microsoft Word 2000, Excel 2000, and PowerPoint 2000 (all by Course Technology)
- Online Reading Assignments



+ Excel + PowerPoint

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## Resources

- Course Web Page  
– <http://ruby.fgcu.edu/courses/mhepp/>  
(-> CRN10026)
- Office Hours  
– Tuesdays and Thursdays, 2:30 to 5:00 p.m. or by appointment  
– by email [mhepp@computer.org](mailto:mhepp@computer.org)

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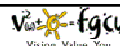
  
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## Overall Learning Goal

- Understand how a computer works.
- Learn to use standard application software effectively.
- Learn how to use new functionality.
- Enhance your personal productivity.

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## Assignments and Grading


My personal point of view:

Justice is...

*when the rules are clear.*

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## Assignments and Grading

- 3 Exams 40 %
- 2 Assignments 40 %
- Some Quizzes 20 %

- In order to pass this course, you must
  1. turn in ALL assignments in time,
  2. pass all three exams with 70 % or better, and
  3. pass all assignments with 70 % or better.

**No late assignments will be accepted.**


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## Assignments and Grading

- Exam 1: February 19, 2004
- Exam 2: March 25, 2004
- Exam 3: April 22, 2004


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## Assignments and Grading


- **Assignment 1** (MS-Word; available on February 5 and due on February 17)
- **Assignment 2** (MS-Excel; available on March 18 and due on April 8)

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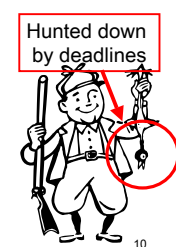
## Be prepared...

- Read the reading assignments!
- Apply your knowledge!




Be the happy early bird...

...and not the suffering late one!




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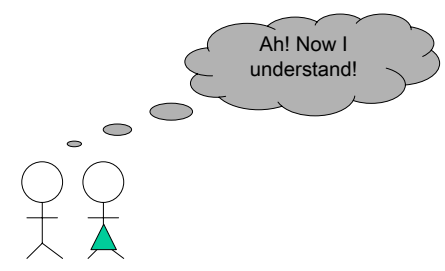
## Grading

- Cheating and Academic Dishonesty Policy
  - see "Student Code of Conduct" on p.11, and "Policies and Procedures" on p. 18-24 of the Student Guidebook
- DON'T:
  - Copy/paste from the internet, textbooks, or your friends,
  - use cell phones, PDAs, etc.

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## Teaching Philosophy



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## Course Structure

|                                  |             |
|----------------------------------|-------------|
| Computer Technology Fundamentals | Exams       |
| MS Office 2000 Skills            | Assignments |

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## What is the difference between a computer and a TV set?

Both

- have a screen,
- a "keyboard", and
- react to keystrokes.

- So what is the difference?

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## Computer vs. TV set

- "Likes" to work
- Can perform tasks autonomously
- Lazy
- Displays what is generated elsewhere and by others

**The computer has already and will continue to change the way we work, and compete with us on the labor market, because he can work, too!**

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## The Future Labor Market

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## My Competitive Advantages...

I need no food and work all night. I have no family live and won't ask for holidays.

Boring, repetitive tasks? Yeah – I like them! Just give me instructions once and I will be glad to do so exactly, whenever you want it.

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You get the job!

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# The History of Automation

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# Artificial Intelligence - Reasoning

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# Artificial Intelligence - Reasoning

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# High Personal Productivity -> Higher Wages, Better Job

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# Components of a Computer

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# Computer

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### Computer

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### Central Processing Unit

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### Memory

Bookshelf

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### Modular Architecture

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### Add-on Peripherals

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### Standard Application Software


|                  | Freshman    | Sophomore   | Junior      | Senior      | Total        |
|------------------|-------------|-------------|-------------|-------------|--------------|
| Resources        |             |             |             |             |              |
| Financial Aid    | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Scholarship      | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Grants           | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Total            | \$ 4,575.00 | \$ 4,575.00 | \$ 4,575.00 | \$ 4,575.00 | \$ 18,300.00 |
| Expenses         |             |             |             |             |              |
| Room & Board     | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Books & Supplies | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Transportation   | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 1,525.00 | \$ 6,100.00  |
| Total            | \$ 4,575.00 | \$ 4,575.00 | \$ 4,575.00 | \$ 4,575.00 | \$ 18,300.00 |

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## Improve Your Productivity!




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## Be Clever



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## Thank you!

The slides will be available on the internet at  
<http://ruby.fgcu.edu/courses/mhepp/>  
(-> CRN10026)

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