

COURSE GOALS

Gain proficiency in the use of major applications **software** including:

- word processors
- spreadsheet managers
- database managers
- presentation software

Acquire a fundamental knowledge of computers and computing.

- components and devices
- hardware and software systems

Gain a basic understanding of telecommunications & networking.

- electronic mail
- Internet & World Wide Web

Given these broad goals, students should be aware that the course is not designed to make them experts on the material covered. Rather, the intent of the course is to provide a broad foundation on which students can build and which will help students to make intelligent decisions regarding the common uses of computers in their own homes and places of employment.

COURSE TEXT AND DISKS

Exploring Microsoft® Office 2000 Professional Volume I by Robert T. Grauer and Maryann Barber, Prentice Hall Inc. Assigned readings must be completed prior to scheduled class times.

For each session, commencing with the third class session, bring a 3.5" double-sided, high-density disk to class.

ATTENDANCE

Prompt and regular attendance to class are expected of each student. Students who are late or miss class are still responsible for obtaining notes on the material/assignments covered in class. Those whose schedules are such that they will be chronically late for class should drop the course as they will miss vital material and their grades will be adversely affected.

ASSIGNMENTS AND TESTS

Grades will be based on the following assignments and tests **NO** extra credit assignments will be given):

D Four projects:

- o word processing (10 points)
- o database (15 points)
- o spreadsheet (10 points)
- o **Internet/PowerPoint** (15 points)

Two quizzes, each worth ten points.

A cumulative **final** exam worth 30 points.

The grading scale will be as follows:

A: 90 - 100 points	C: 70 - 79 points	F: 0 - 59 points
B: 80 - 89 points	D: 60 - 69 points	

Assignments must be submitted directly to the instructor at the beginning of the class session in which they are due. Late assignments will be assessed a penalty of one point per session.. Waiver of this penalty is possible in extenuating circumstances which are beyond the control of the student, e.g., illness, death in the family, work conflicts. Documentation of such circumstances may be requested. It is the responsibility of the student to initiate a waiver of the penalty; failure to do so will result in automatic assessment of the penalty for late **assignments**. No late assignments will be accepted nor will any make-up quizzes be given after the last day of class.

Make-up tests may be given only for extenuating circumstances. Students who miss a test must contact the instructor as soon as possible to discuss a possible make-up test. Failure to contact the instructor regarding a make-up test will result in an F for the missed test.

OTHER POLICIES

Students who bring pagers and cell phones to class should turn them OFF or set them to vibrate mode during class sessions. Conversations on cell phones during class are extremely distracting and unacceptable.

To maintain the quality of the classroom equipment, a strict policy prohibiting food and beverages will be enforced. There will be **NO** eating, or drinking of any beverages while in the classroom.

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