

# Syllabus

## CS 101: Computer Basics

### Summer 2007

|                       |   |
|-----------------------|---|
| <b>Meeting Times:</b> | Lecture & Lab: 10:50 - 12:20 Mon. - Thurs., HB 203<br>June 18 - July 26   |
| <b>Instructor:</b>    | Dr. Jim Schwing   |
| <b>Office:</b>        | HB 219-C  |
| <b>Phone:</b>         | 963 - 1432  |
| <b>E-mail:</b>        | <a href="mailto:schwing@cwu.edu">schwing@cwu.edu</a>  |
| <b>Web Page:</b>      | <a href="http://www.cwu.edu/~schwing">http://www.cwu.edu/~schwing</a>   |
| <b>Office hours:</b>  | 2:00 - 3:00 pm, Mon. - Thurs. and by appointment.   |
| <b>Texts:</b>         | <a href="#">Exploring Microsoft Office 2003 Volume 1</a> Enhanced Edition, Robert Grauer & Maryann Barber, Prentice Hall, 2007. |

| <b>Grading</b>                  |     |
|---------------------------------|-----|
| Exams (Word & Excel - 15% each) | 30% |
| Final Exam                      | 20% |
| Labs (16 - 2.5% each)           | 40% |
| Attendance & Quizzes            | 10% |

| <b>Grading Scale</b> |     |
|----------------------|-----|
| 94 - 100             | A   |
| 90 - 93              | A - |
| 87 - 89              | B + |
| 83 - 86              | B   |
| 80 - 82              | B - |
| 77 - 79              | C + |
| 73 - 76              | C   |
| 70 - 72              | C - |
| 60 - 69              | D   |

**Grading Note:** The laboratories are an integral part of the course. Students **MUST PASS** this portion of the class to **PASS** the class.

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## Objectives:

Upon completion of this course, students will demonstrate the following abilities:

- Fundamentals in: [Computing Concepts](#), [Windows](#), and the [Internet](#).
- Basics of Word: [1](#), [2](#), [3](#), and [4](#).
- Basics of Excel: [1](#), [2](#), [3](#), and [4](#).
- Basics of Access: [1](#) and [2](#).
- Basics of PowerPoint: [1](#) and [2](#).

One of the most effective ways that students learn basic computer software is by using it. This course is designed to actively involve the student in using the basic software through homework and lab assignments. This is a four credit course, students are expected to spend two hours outside of class working on the material for every hour in class.

The *concepts* in this book are fairly concise; therefore, there are topics on which I will elaborate during the lectures that are not presented in the text. You are responsible for knowing this material for the exams.

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## Student Work and the Honor Code:

Work for the course basically divides into three areas, exams, labs, and the project. With respect to the in-lab assignments, students may consult the instructor, the TA's and each other. The point is to understand the material enough to complete that assignment.

However, all work turned in is to be the work of the student alone. No two pre-lab or lab assignments should be the same. Students may not work together on one computer and print out multiple copies with different names.

Any deviation from this policy is an honor code violation and will be treated as such if detected.

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## Lab Assignments Policy:

- Labs are due **midnight** of the day listed in the schedule below.
- If you work with another student, ensure that your work is uniquely your own.
- Check Lab open and closed times to schedule your work.
- **Use GroupWise** to email lab assignments **to your Grader** not the instructor.
- Grades will be posted on the web.
- It is your responsibility to check your grades often.
- Any grading questions should be directed to your grader, then to instructor if necessary.

- Email only the lab that is currently due.

## Attendance:

Missing class is no excuse for late labs, missed exams, or not getting information you need. The syllabus **is** subject to change.

Early exams and makeup exams are not given **except** in cases of dire emergency.

## ADA Statement:

Students who have special needs or disabilities that may affect their ability to access information and/or material presented in this course are encouraged to contact me or the Director of Disability Support Services, on campus at 963-2171.

## Schedule

| Date   | Assignment                                     |
|--------|--|
| Jun 18 | <a href="#">Lab 0: Essentials of Windows</a>   |
| Jun 19 | <a href="#">Lab 1: Word - Chapter 1</a>        |
| Jun 20 | <a href="#">Lab 2: Word - Chapter 2</a>        |
| Jun 21 | <a href="#">Lab 3: Word - Chapter 3</a>        |
| Jun 25 | <a href="#">Lab 4: Word - Chapter 4</a>        |
| Jun 26 | Catch up - Practice Exam                       |
| Jun 27 | <b>Word Exam</b>                               |
| Jun 28 | <a href="#">Lab 5: Excel - Chapter 1</a>       |
| Jul 2  | <a href="#">Lab 6: Excel - Chapter 2</a>       |
| Jul 3  | <a href="#">Lab 7: Excel - Chapter 3</a>       |
| Jul 4  | <b>Independence Day - no class</b>             |
| Jul 5  | <a href="#">Lab 8: Excel - Chapter 4</a>       |
| Jul 9  | Catch up - Practice Exam                       |
| Jul 10 | <b>Excel Exam</b>                              |
| Jul 11 | <a href="#">Lab 9: Access - Chapter 1</a>      |
| Jul 12 | <a href="#">Lab 10: Access - Chapter 2</a>     |
| Jul 16 | <a href="#">Lab 11: PowerPoint - Chapter 1</a> |

|        |  |
|--------|--|
| Jul 17 | <a href="#">Lab 12: PowerPoint - Chapter 2</a> |
| Jul 18 | <a href="#">Lab 13: Internet &amp; WWW</a>     |
| Jul 19 | <a href="#">Lab 14: Internet &amp; WWW</a>     |
| Jul 23 | <a href="#">Lab 15/16: Web Home Page</a>       |
| Jul 24 | <a href="#">Lab 17: Web Site - Page Two</a>    |
| Jul 25 | Catch up - Practice Exam                       |
| Jul 26 | <b>Final Exam</b>                              |

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*Last updated: Jun. 12, 2007*  
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