

CS 101 Computer Basics

Syllabus (Subject to change)

Professor: Robert Ota

Office: 216 Hebeler

Hours: By Appointment as necessary and 10 am Tue -Fri.

Best way to contact is email. <mailto:otar@cwu.edu>

Click on the following links for complete information:

Course Description	Objectives	Attendance, Student Work, Honor Code	Lab Schedule
Grading Policy	Lab Assignments Policy	Grade Sheet	Grader Names

ADA Statement:

Students who have documented disabilities that may affect their ability to access information and/or material presented in this course are encouraged to contact the Disability Support Services (DSS) office so that appropriate academic adjustments and accommodations can be provided.

Students who have contacted the DSS office should give me a copy of their *Confirmed Eligibility for Academic Adjustments* form as soon as possible so that we can discuss how the approved adjustments will be implemented for this class.

Students who have not documented their disabilities and wish to arrange for academic adjustments and accommodations, as well as students who require additional information should contact Disability Support Services in Bouillon Hall, Room 205 or by email at dssrecept@cwu.edu or by telephone at 963-2171.

Course Description

Preface :

This course has a full schedule of lectures, labs, homework, due dates, and tests. All this can be a challenge for a first year student, so I suggest you concentrate on the following :

- ✓ **Know the syllabus well**
- ✓ **Do homework when it's assigned**
- ✓ **Attend the labs and lectures consistently**
- ✓ **Do your lab assignments on time**
- ✓ **Check the assignments schedule and online grades often**

CS 101 Computer Basics (4 credits)

You will

- Gain experience with the Microsoft Windows environment.
- Create files using features of Microsoft Office 2003 including Word, Excel, Access, and PowerPoint.
- Use the Internet as an information resource.
- Establish a 2 page website on the CWU Web server.
- Gain experience with GroupWise e-mail.

TEXT:

- Exploring Microsoft Office 2007 Volume 1, Grauer, et al, Prentice Hall
- Myitlab for Microsoft Office 2007 [Back to top](#)

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](#). Thanks to Dr. Schwing for the objectives.

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. [Back to top](#)

Grading: Early/Late exams are not given. Take exams when they are scheduled.

Quizzes	10%
Midterm Exams	30%
Final Exam	20%
Lab Assignments	40%

There is no curving.

Early exams and makeup exams are not given *Except* in cases of documented personal emergency.

Vacations and other activities of personal discretion are not recognized as emergencies.

A	93 % or above	C	73 - 76
A-	90 - 92	C-	70 - 72

B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
C+	77 - 79	F	59 or below

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Lab Assignments Policy:

- **Lab work will only be credited when submitted on time. No Exceptions.**
- **If you work with another student, ensure that your work is uniquely your own.**
- **Check Hebel Lab times outside the lab doors to schedule your work.**
- **Use only GroupWise to email lab assignments to your Grader not the instructor.**
- **Grader will submit grades to instructor 24 hours after due date.**
- **Grades will then be posted on the web.**
- ***It is your responsibility to check your grades often to ensure accuracy.***
- **Any grading questions should be directed to your grader, then to instructor if necessary.**
- **Email only the lab that is currently due. [Back to top](#)**

Attendance:

Missing class is no excuse for late labs, missed exams, or not getting information you need.

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 submit multiple copies with different names.

Any deviation from this policy is an honor code violation and will be treated as such if detected. [Back to top](#)