

Syllabus CS 160 - Summer I - 2004
Computer Literacy - PC
GRC 101

Text: Mastering and Using MS Office XP - Introductory
Author: Napier, Judd and several others
Publisher: Course Technology
Instructor: Lloyd Cowling
Office: GRC 219 Office Hrs: By appointment only for summer.
Phone: 538-6165

The Plan:

We will cover the topics below in sequence, 3-4 tests are expected through the term, and approximately 12 assignments covering all topics. We expect to cover some Windows basics, Word, Excel, Access and PowerPoint (maybe), HTML (maybe), Visual Basic Intro (maybe).

Grading:

Assignments: 50%
Tests (3-4): 50% (You must pass on both tests and assignments.)
Total: 100%

All materials submitted for grading will be prepared **electronically**. Hand written materials will not be accepted. Tests are the exception, naturally.

A strong message of warning: Get your assignments done ahead of time. When they are due, you will find the lab packed with people, who have also not done their assignment ahead of time. **You will need time to get to the lab for this class. If you have to leave for work or have other demands which will keep you from doing your homework when required, then maybe another class would be better for you.**

A Thought:

Just to make life easier for all, you should put your name, date and time on all the electronically prepared documents submitted by you. We will discuss how to do this electronically in class using a footer.

Attendance:

As per the University catalogue, please note that an excessive number of absences will mean an automatic (instructor) drop from the class. You have three absences (one for each hour of credit). Since this class only runs for 23 days, each day is equal to about than two regular semester days. Two misses and you qualify for automatic drop. Think about it.

Testing:

It seems that a number of students do not make it to regularly scheduled test times. If this is your case you may expect to have previous test grades doubled, test grades

dropped or re-testing done at the professor's discretion. If you miss two of the tests you will fail the class. The Message, clearly stated: Get to the tests!

How to fail this class: Don't do the assignments on time and miss the tests.

How to pass this class: Do the assignments (all of them) and come to the tests.