CMPT109 Course Outline

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Course Contents  Textbook: Microsoft Office\textsuperscript{XP}, by Beskeen/Duffy/Friedrichsen/Reding.

- Introduction to the Personal Computer (PC). How to operate a PC. Introduction to the operations of Microsoft Windows.
- Word processing: Use Microsoft Word to create new documents, write documents. Editing, saving, printing, changing layout, etc.
- Spreadsheet: Use Microsoft Excel to design, change spreadsheets. Changing field width, editing, graphics for spreadsheets, etc.
- Database: Use Microsoft Access for setting up a data base, inserting/deleting, modifying data bases.
- Presentation: Use Microsoft PowerPoint to prepare business and scientific presentations.
- Communication: Sending mails, sending/receiving files to/from other computers.
- World-Wide-Web, Internet.
- Putting skills together: Use computers to solve problems in business and daily life.

Class Schedule  We meet on Wednesday at 11:30AM–12:45PM, in Room RI-117 for lecture, and on Friday at 11:30AM–12:45PM, in Room RI-108 for lab. In the lab we will practice the skills taught in the class, and do some exercises. Students must attend all classes and labs.

Office Hours  2:30–3:30PM, Wednesday. Other times by appointment.

Attendance Policy  Attendance to all classes and labs is required. Attendance to classes/labs will be checked on a random basis. If you miss 1 random attendance check, the best final grade you can get is “B,” no matter how well you have done in exams/labs; if you miss 2 random attendance checks, the best final grade you can get is “C;” if you miss 3 random attendance checks, the best final grade you can get is “D;” if you miss 4 random attendance checks, you are advised to drop the course, or you will get an “F.”

Labs, Exams and Grades  There will be lab assignments every week. Students should finish them in the lab session. All lab works will be graded and recorded, and will be part of your course grade. The assignments will count for 40% of your course grade.

There will be two (2) exams, Midterm and Final, all in the format of multiple choices. The final grades are decided based on labs (40%), Midterm (25%), Final (35%), and the attendance. Study attitude is also a factor in special cases. There will be no makeup labs and exams. Make every effort not to miss them.