CMPT109-13 Course Outline

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Course Contents
Textbooks: New Perspectives on Computer Concepts, by Parsons/Oja; Microsoft Office\textsuperscript{XP}, by Beskeen/Duffy/Friedrichsen/Reding; and Fluency with Information Technology, by Snyder.

- Computer Basics; Internet Basics; Web and E-mail Basics; Data Representation and Microprocessors; Storage and Input/Output Devices; Software Basics; Application Software and Software Installation; File Management; Computer Safety.
- 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.

Class Schedule We meet on Wednesday at 11:30–12:45 PM, in Room RI-117 for lectures, and on Friday at 11:30–12:45 PM, in Room RI-108 for labs. In the lab we will practice computer skills covered in Microsoft Office\textsuperscript{XP}. Students must attend all classes, and prepare in advance for lab work.

Office Hours 2:30–3:30 PM, Wednesday and Friday. 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 30% of your course grade.

There will be two (2) exams, Midterm and Final, all in the format of multiple choices. The final exam will be held on Wednesday, May 12, at 1:00–3:00 PM. The final grades are decided based on labs (30%), Midterm (30%), Final (40%), 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.