

SOUTHEASTERN LOUISIANA UNIVERSITY
DEPARTMENT OF COMPUTER SCIENCE & INDUSTRIAL TECHNOLOGY
CMPS 110: Computer Literature
Section: 95NT
SYLLABUS

- CLASS TIME:** 24/7
- LOCATION:** Internet
- INSTRUCTOR:** Dr. Wendy Zhang, Associate Professor of Computer Science
- OFFICE:** 329D Fayard Hall
- SEMESTER:** Fall 2006
- OFFICE HOURS:** Tuesday & Thursday 8:30 – 9:30am, 10:45 – 12:30pm, 1:45 – 4:00 pm
All other times by appointments only
- TELEPHONES:** 985-549-3769 and 985-549-2189 (Ms. Koppenol- secretary)
- E-MAIL:** Wendy.Zhang@selu.edu
- MAILING ADDRESS:** Southeastern Louisiana University
Department of Computer Science
SLU 10506
Hammond, LA 70402
- TEXTBOOKS:** Grauer, Robert T., Maryann Barber, “*Exploring Microsoft Office 2003, Volume 1*”, Prentice Hall - Pearson. ISBN: 0-13-218701-9.
www.prenhall.com
- PREREQUISITE:** None.
- DESCRIPTION:** An introduction to microcomputer hardware and software. Software includes an operating system, a user interface, networking, word processing, and electronic spreadsheets. Degree credit is not available for the Computer Science major or minors.
- CREDITS:** 3 semester hours
- HARDWARE & SOFTWARE:** IBM/IBM compatible PC running Windows XP
Microsoft Office 2003, Internet Explorer
- KNOWLEDGE:** Know how to access Blackboard, upload/download, zip/unzip files, and use email

OBJECTIVES:

The purpose of this course is to introduce you the most commonly used applications software packages, Microsoft Word (word processor), Microsoft Excel (spreadsheet), and Microsoft PowerPoint (presentation program) on WINDOWS operating system for IBM PC or compatible micro computers. Students should not expect to be an expert on these software packages, but successful completion of the course will give them a certain level of skills necessary to solve numerous problems and discuss the subjects in the following areas:

- Windows operating systems
- Word processing
- Data analysis and presentation
- Presentation

EVALUATION:

Final course grades will be computed as follows:

Tests (4)	50%
Assignments (10)	35%
Quizzes/Class Activities	15% (No make-ups)
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Total	100%

WARNING:

Students must submit all assignments and take all tests in order to receive a passing grade.

GRADING SCALE:

A ten-point grading scale will be used for determining final grades, no curving. A perfect attendance record can be helpful for students within one percentage point from the next higher grade.

90 % and up	- A
80 % to 89.9 %	- B
70 % to 79.9 %	- C
60% to 69.9%	- D
60 % and below	- F

Note: Your ten-point grade is calculated as following:

Grade point = the points you have earned / possible points

WORK STRUCTURE:

All assignments and results must be computer generated. Be sure that all required elements are included in your submission.

All assignments should be done **independently**; students **share the score of any duplicated assignments**.

- MISSED TEST:** All test dates will be announced in class and on Blackboard at least one week ahead of time. **All dates are firm.** Prior arrangements must be made with the instructor, whenever possible.
- LATE WORK:** All assignments are given at least one-week time to finish it. All due test dates will be announced in class and on Blackboard at least one week ahead of time. **All dates are firm. No later assignments will be accepted.**
- ATTENDANCE:** Students are expected to fully anticipate on-line. Absences will have an adverse effect on your grade in the following ways: missed quiz points, missed announcements concerning assignments and due dates, non-exposure to material not directly covered in text. Students arriving late or leaving early will be recorded as tardy. Every two tardy records will count as an absence.
- ACADEMIC DISHONESTY:** University policy will be followed for cases involving alleged academic dishonesty. Copying part of another student's program or exam is **CHEATING**. Allowing another student to copy is also **CHEATING**. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog:
<http://www2.selu.edu/StudentAffaires/Handbook/>
- CLASSROOM DECORUM:** The following activities are considered unacceptable in the classroom:
- Eating, drinking, use of tobacco
 - Use of electronic equipment, use of beepers or phones
 - Profanity, sleeping, acting in an unsafe manner
 - Repeatedly talking without recognized
 - Habitual tardiness
- AMERICANS WITH DISABILITIES ACT:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 203, Student Union. More information can be obtain at this web address,
<http://www2.selu.edu/StudentAffairs/DisabilityServices/>
- OPEN DOOR POLICY:** The instructor welcomes input to help make your learning of the material in this course better and easier. Please feel free to come by the office and voice your suggestions and ideas.
- NOTES:**
- Last day to drop: Friday, October 20, 2005
 - Check Blackboard often for important announcements
 - Holidays: September 4, November 23-24.
 - Students are responsible for all assigned reading material covered in text, whether covered in class or not. Students are responsible for all material covered in class or on the handouts, whether covered in textbook or not.