

B. Woodall

F.93-94

CL

CP0110

THIS COURSE IS CALLED INTRODUCTION TO COMPUTERS. IT IS DESIGNED TO GIVE THE INDIVIDUAL AN CHANCE TO LEARN THE BASICS OF WORD PROCESSING, LOTUS, DOS, AND SOME HISTORY/APPLICATIONS OF COMPUTERS.

THE COMPUTER IS THIS ROOM ARE IBM COMPATIBLE WITH A 386 PROCESSOR, 40MHZ CLOCK, 100MB HARD DRIVE, AND A 3.5" FLOPPY DRIVE.

FOR THE PURPOSES OF THIS COURSE YOU WILL NEED 1 3.5" 1.44MB FLOPPY

TEXT: "UNDERSTANDING AND USING APPLICATION SOFTWARE"

MARKS: 15% WP
15% LOTUS
15% LECTURE
10% ATTENDANCE
15% MIDTERM
30% FINAL EXAM

LAB HOURS: 12:30 - 2:30 MONDAY
8:30 - 2:30 TUESDAY - FRIDAY

RULES; - NO SMOKING
- NO DRINKING
- NO EATING
- TURN OFF COMPUTER EQUIPMENT WHEN FINISHED
- NO PERSONAL SOFTWARE