

Instructor: Doris Wlad
Office: C304 (539-2902)
or Lab A314 (539-2061)
A205 1204

CP 0110
INTRODUCTION TO COMPUTERS

TEXT, SUPPLIES

Understanding and Using Application Software, West Publishing Company, 1991.

Students will be asked to purchase two diskettes for the storage of their data.

PREREQUISITES

There are no prerequisites; however, it is strongly recommended that students take Typing 0110 or the equivalent prior to taking this course.

COURSE DESCRIPTION

The course is a functional introduction to computer systems organized around the following core areas: study of keyboarding, computer terminology and fundamental computer concepts, the microcomputer system and the disk operating system, and evaluation and use of various software packages that contain word processing, spreadsheet, graphics, and data base capabilities.

OBJECTIVES

1. To develop an elementary skill in keyboarding necessary when working with computers.
2. To develop an understanding of MS/PC DOS required for introductory computing.
3. To develop an understanding of basic computer terminology and computer systems.
4. To develop hands-on skill using various software programs. (Main software programs: Word Perfect, Quattro Pro)

GRADING

September Test		10%
October (Midterm)		20%
Word Proc.	10%	} Assignments and Tests
Spreadsheets	10%	
Graphics	10%	
Data Base	10%	
Final		30%

Regular attendance is expected. Any student having more than eight hours of inexcusable absences may be denied the privilege of writing the final exam. Absences from class will be excused with: (a) a note from a physician (b) notification from Student Services regarding serious personal problems.

If you miss a class, it is your responsibility to find out what assignments you missed by asking a classmate or your instructor.

Habitual lateness will not be tolerated.

Sponsored students should have their attendance sheets signed at the end of each class.

Assignments are expected on time. Marks may be deducted or assignments may not be accepted when late. If you have any difficulty in completing an assignment on time, please discuss the circumstances in advance with the instructor.

Computer stations must be left tidy after each use.

^{A205}
A314 Computer Lab is also available for your use for completing your homework assignments. Hours for A314 are 9:00 to 5:00 during week days.

Have a great semester!