

Instructor: Doris Wlad
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CP 110
INTRODUCTION TO COMPUTERS

TEXT, SUPPLIES

Using Applications Software, Donald H. Bell
Students will also be asked to purchase two diskettes for the storage of their data.

PREREQUISITES

There are no prerequisites; however, it is strongly recommended that students planning to enter the Office Administration or Business Administration programs take Typing 110 or equivalent prior to or immediately after 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, introduction to programming; and evaluation and use of an integrated software package that contains word processing, data base, graphic and spreadsheet 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 an integrated software system, (Framework II).
5. To become familiar at an elementary level with the use of programming.

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

Regular attendance is expected. Any student having more than eight hours of unexcused 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 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.

J101 Computer Lab is also available for your use. Labs B201 and J101 may be used for completing your homework assignments when classes are not scheduled. Hours for the labs will be posted.

Have a great year!