

CS 110G Computer Literacy

Instructor: Nicole Olsson
Phone: 240-0384 cell

Email: nolsson@nmsu.edu
Office: by appointment

Class Hours: Tuesdays and Thursdays, 1:00-2:15PM

Room: 124

Web Site for this course: <http://www.mummymax.com/classes/CS110/Fall06/section2/>

Text: Microsoft Office 2003 Brief Concepts and Techniques, by Shelly, Cashman, & Vermatt ISBN: 0-619-20022-7 *Cost:* NMSU Bookstore: \$60.65 w/o FD/ **\$80.65 w FD** **Recommend FD**

Materials: [Need 1 disk to save work on Floppy \(3 ½ HD\) or Flash Drive or Your Student Directory](#)

Course Description:

This course will introduce the student to the hardware and software that comprise a computer system. Much of this class will be hands-on use of the application software. In this class, you will use the Microsoft operating system and Microsoft Office for word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). You will learn to type using the keyboard and mouse functions. You will learn to navigate the Internet with Internet Explorer software and Email. You will learn to use WebCT and how to make a Website. Through the knowledge and abilities of this course, you will be prepared for success in your degree programs. (3 credits)

Instructor Availability:

I will be happy to work with you in a computer lab at NMSU-Grants at scheduled times. Please call my cell phone (505-240-0384) or email me (nolsson@nmsu.edu) for questions or to meet with me. Email is actually the quickest way to reach me. Feel free to ask questions anytime. Most importantly, turn your assignments in on time and don't get behind.

Evaluation:

| | |
|----------------------|-------------|
| Discussions 1-10 | 200 points |
| Assignments 1-10 | 1000 points |
| Class Exercises 1-12 | 500 points |
| Final Project | 300 points |
| Extra Credit | 200 points |

Grading scale:

| | |
|-----------|-------------------|
| 100-90% A | 1800-2000 points |
| 89-80% B | 1600-1799 points |
| 79-70% C | 1400-1599 points |
| 69-60% D | 1200-1499 points |
| >59% F | under 1199 points |

Assignment Deadlines:

Please make sure that all your work is in by the deadlines on the syllabus. Students must meet the deadlines in order to receive full credit for assignments, exercises, and projects. 10% will be taken off for week the assignment is late up to 40%. If 10% of the assignments in the course are late, then your final grade will be deducted by 10% which means you will not receive an A.

Make-up assignments will not receive full credit. 10% will be taken off *weekly* for each deadline that passes when the homework assignment is not completed. If you do not turn in your final, your grade will be dropped one letter grade. This means if you have an A going into the Final, you will get a B for the class.

On, class exercises the following must be met. You **must** contact me if you are going to miss class when we have a class exercise scheduled that day. You must contact me **within 24 hours** after class meets, this means that you have til 1:00pm the next day. You can contact me by email or by leaving me a message. Failure to contact me will result in 20% taken off of any make up of a class exercise. Emergencies are exempt but will be reviewed by teacher on a base to base basis. If make-up exercises are not completed within a week from their due date, then 10% late will still apply up to 40%. For example, if you fail to contact me and fail to turn in within a week, but turn in 2 weeks after it was due, you will receive an additional 30% taken off of your final grade for that assignment. Such as if the assignment was worth 50 points, graded you got a 40 then I would take off 30% of your 40 grade, thus your grade on the assignment would be a $32/50 = 64\%$ D.

Final deadline for all 1st 8 week assignments – Thursday, October 12th.

Final deadline for all 2nd 4 week assignments – Thursday, December 14th.

Failure to meet the above deadlines may result in your being dropped from the course by the first 8 weeks or a failing grade on the 2nd 8 week assignments.

Important Dates

Class Begins: August 24th

Labor Day Holiday: September 4th

Fall Break: October 9th-10th

Last day to drop: Tuesday, October 17th 4pm

Thanksgiving Holiday: November 22nd-25th

Last day of class: December 14th

Words of Wisdom

When you take a course about computers, you get out of it what you put into it. Computers are constantly changing and you must be constantly learning to keep on the cutting edge. A class in computers will help you get started, but it is up to you to go that extra mile to become an expert. Working with computers is like learning a musical instrument. You don't become a good musician without practice. It is the same with computers. If you don't practice and develop your skills on your own, then you'll never be a true techie. No computer class can teach you everything you need to know on a topic. Computer courses are a jumping off point to a journey, not a destination.

Important Notes to Students (the fine print):

If you have, or believe you have, a disability that would benefit from any accommodation(s), you may wish to register with the Student Services Office on the first floor of Martinez Hall. All medical information will be treated confidentially. After you have registered, please make sure that I receive a copy of the accommodation memorandum from Student Services within the first two weeks of class. It will be your responsibility to inform me or the office of Student Services (in a timely manner) if the services/accommodations are not meeting your needs. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with Ms. Irene Charles-Lutz, Campus Student Services Officer at 287-6629, or with me at 287-6656.

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions: cheating; plagiarism; unauthorized possession of examinations, reserve library materials or laboratory materials; unauthorized changing of grades on an examination, instructor's grade book or grade report; nondisclosure or misrepresentation in filing out applications or other college records; or violation of computer use policies. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations: disciplinary probation, disciplinary suspension, dismissal, expulsion.

Tentative Schedule for CS 110G (subject to change)

| <u>Week</u> | <u>Dates</u> | <u>Description</u> |
|-------------|---|---|
| 1 | August 24 th August 29 th & 31 st | Introduction to Class Introduction to Computers |
| 2 | September 5 th & 7 th | Typing/Mouse |
| 3 | September 12 th & 14 th | Email |
| 4 | September 19 th & 21 st | Internet |
| 5 | September 26 th & 28 th | Research |
| 6 | October 3 rd & 5 th | WebCT |
| 7 | October 10 th October 12 th | Holiday WebPages |
| 8 | October 17 th October 17 th & 19 th | Last Day to Drop by 4pm WebPages |
| 9 | October 24 th October 26 th | WebPages Word I |
| 10 | October 28 th November 2 nd | Word I Word II |
| 11 | November 7 th November 9 th | Word II Excel I |
| 12 | November 14 th November 16 th | Excel I Excel II |
| 13 | November 21 st November 23 rd | Excel II Holiday |
| 14 | November 28 th November 30 th | PowerPoint I PowerPoint II |
| 15 | December 5 th & 7 th | PowerPoint III |
| 16 | December 12 th December 14 th | Final Final/Last day to turn in Late Assignments |

Assignments and Class Exercises

1. Be sure to put **name**, **assignment number**, and **date turned in** on any printouts you submit. For assignments emailed to me, be sure **first initial of first name**, **your last name**, and **assignment number** appears in the subject and on file names. (Example: NOlssonHW1) Failure to provide this information will **result in 2% taken off** your assignment.
2. It's your responsibility to back up your assignment files, and do it frequently when working on assignments. Except for highly unusual cases, you may have to redo the assignment if you do not periodically save it.
3. Students are welcome to work ahead to complete all assignments. If final is turned in before finals week. Students do not have to attend class during finals week. However, they are still required to complete a Professor evaluation.