CS100 Computer Concepts and Applications
Course Syllabus, Spring 2011

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Classroom: Blocker 12
Meeting time: MW 3:00pm - 4:15pm
Office hours: MW 12:30pm - 1:30pm, 4:15pm – 6:00pm, and by appointment

Catalog description: In this survey of computer concepts and applications, topics include the historical development and future of the computer, applications software including word processors, spreadsheets, database, and presentation software; Web page development and programming using HTML; and the social concerns that have arisen with the widespread use of the computer. Offered each semester.

Textbooks:

Course goals:
1. To learn the basic computer concepts including hardware/software, structures, programming, and information technologies.
2. To learn and practice the common application software, such as Microsoft Word, PowerPoint, Excel, and Access.
3. To learn HTML and be able to design Web pages.

Evaluation:
1. There will be about 5-10 assignments. The assignment should be submitted before the due date. Otherwise, a zero credit will be recorded.
2. There will be two tests and a final comprehensive exam. There may be mini-tests and quizzes if needed. NO MAKE-UP tests will be given. Please do NOT try to take it early or late also, especially the final exam!

Grading strategies:
1. Assignments, quizzes, and participations have a weight of 35%.
2. Tests have a weight of 35%.
3. The final exam has a weight of 30%.
The final score will be calculated as a percentage of points earned versus total points possible, with the final letter grade being assigned according to the scale as follows:

- A (93 or above)
- A- (90 – 92)
- B+ (87 – 89)
- B (83 – 86)
- B- (80 – 82)
- C+ (77 – 79)
- C (73 – 76)
- C- (70 – 72)
- D+ (67 – 69)
- D (63 – 66)
- D- (60 – 62)
- F (59 or less)

Attendance policy: Attendance is required. Absence will be excused only at the discretion of the instructor. A maximum of four absences will be excused. Excessive absence will reduce your grade one letter for each absence in excess of four.

Accommodations for students with special needs: In order to arrange accommodations for a disability, the student must register with the college’s disability services coordinator, Fayne Pearson (x3246 or fpearson@vwc.edu). Based on an evaluation of the student’s documentation and discussion with the coordinator, reasonable accommodations will be determined. The instructor will be notified at the designation of the student.

Course Outline

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*Test I:* Wednesday, March 2

*Test II:* Wednesday, April 20

*Final Exam:* ____________________________