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### CS 171.01: Communicating via Computers

Anne A. Stenberg

*The University Of Montana*

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# COMMUNICATING VIA COMPUTERS (CS171)

## FALL 2000 SYLLABUS

*Communicating via Computers covers the use of the computer for information presentation and communication. Emphasis is placed on the use of electronic resources for the access, management, and presentation of information. Beginning Fall 2000, Microsoft Office 2000 will be the primary application software tool. This course is designed for the "intermediate" computer applications user. Skills will be enhanced for the MS Office 2000 suite of products including Word, Excel, and PowerPoint. Special treatment will be given towards integration of these skills so that students can solve problems and have built a portfolio to add to their resumes. Overall, at the end of this course, the student should be proficient in all of the MS Office 2000 applications listed above.*

<b>CLASS MEETINGS:</b>	Tuesday Lecture, SS344 Section 1: 2:10-3:30 p.m. Section 2: 9:40-11:00 a.m. Thursday Lab, LA206 Section 1: 2:10-3:30 p.m. Section 2: 9:40-11:00 a.m.
<b>INSTRUCTOR:</b>	Anne A. Stenberg, BA, MCP, MCP+I, MCSE
<b>OFFICE:</b>	Social Science Building, Room 421
<b>OFFICE HOURS:</b>	Monday & Wednesday: 1-3 p.m. Tuesday & Thursday: 8-9 a.m. & 1-2 p.m.
<b>PHONE:</b>	(406)243-4618
<b>FAX:</b>	(406)243-5139
<b>E-MAIL:</b>	stenberg@cs.umontana.edu
<b>WEB SITE:</b>	<a href="http://www.cs.umontana.edu/u/stenberg">http://www.cs.umontana.edu/u/stenberg</a> or <a href="http://astenberg.pageout.net">http://astenberg.pageout.net</a>
<b>TA:</b>	To be announced
<b>LABORATORY:</b>	Fine Arts, Room 206
<b>PREREQUISITES:</b>	CS111 or equivalent or word processing experience
<b>REQUIRED TEXT:</b>	Advantage Series for MS Office 2000, Hutchinson-Clifford-Coulthard, McGraw-Hill/Irwin, 1 <sup>st</sup> edition, 2000
<b>COURSE GOALS:</b>	The student will be able to use application software to <ul style="list-style-type: none"> <li>• Create advanced word processing documents for effective communications including letters, flyers, and mail merge</li> <li>• Create multi-media slide shows</li> <li>• Create on-line presentations</li> <li>• Create effective spreadsheets</li> </ul> And to use electronic resources for the <ul style="list-style-type: none"> <li>• Access, management, and presentation of information</li> </ul>
<b>ASSIGNMENTS &amp; EXAMS:</b>	You are responsible for checking the Syllabus page on the web site to determine what assignments are due and the date on which they are due. <ul style="list-style-type: none"> <li>• There will be approximately 12 assignments this semester.</li> <li>• There will be approximately 3 exams this semester. Exams could be in the form of written, on-line, and/or production exams.</li> <li>• Late homework <b>WILL NOT BE ACCEPTED.</b></li> <li>• The lowest two homework assignment grades will be dropped.</li> </ul>
<b>GRADING:</b>	Grading follows the usual 90-100% an A, 80-89% a B, etc. Assignments will count roughly 40%, tests around 25%, and the final about 35%.
<b>IMPORTANT DATES:</b>	9/25: Last day to Drop/Add by Dial-Bear
	10/16: Drop/Add—No \$\$\$ Back & Grade Option Change
	11/7: NO CLASSES—Election Day Holiday
	11/10: NO CLASSES—Veteran's Day Holiday
	11/22-24: NO CLASSES—Thanksgiving Holiday
	12/8: Last Day to Withdraw
	12/15: Last Day for Drop Petition
	12/20: FINAL for Section 1--3:20-5:20 p.m.
12/21: FINAL for Section 2--10:10-12:10 a.m.	
<b>OTHER INFORMATION:</b>	<ul style="list-style-type: none"> <li>• Students will be able to access ATLAS, an Active Technology Learning Assessment System for an on-line tutoring &amp; assessment with Office 2000.</li> <li>• DO come to class prepared</li> <li>• DO ask questions</li> <li>• DO the exercises within the chapters and READ the chapter information</li> </ul>