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Spring 2-1-2004

# CS 111.01: Computer Literacy

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*University of Montana, Missoula*

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# CS111- Computer Literacy

## Course Syllabus

### Spring 2004

**Instructor:** Mike Leary  
**Office:** Social Science 404  
**Office Phone:** 243-5617  
**E-Mail:** michael.leary@umontana.edu  
**Office hours:** MW 3:00-4:00PM  
**Classroom:** Social Science 344  
**Class hours:** MW 4:10-5:00PM  
**Lab Room:** Liberal Arts 206  
**Lab hours:** Th F 4:00-5:00PM

**Textbook (1):**

*-Microsoft Office XP Introductory Concepts and Techniques  
by Shelly, Cashman, Vermaat  
ISBN:0-619-20003-0*

**Class Web Page:**

<http://www.cs.umt.edu/CS/COURSES/CS111/>

**Other Materials:** None

**Course Description:** This course will allow you to complete assignments in your other courses in a very professional format. The first part of this course covers “basic computer concepts with a major emphasis on the personal computer and its practical

use, including hardware, software, application and system software, plus the Internet and World Wide Web.” The second part of this course covers “Windows and the Office applications.”

**Homework:** Homework will be assigned in class and will be collected at the end of lab periods. All assignments are to be handed in on paper only. The paper should be neatly labeled with the course number, the student's name and the assignment number, and due date.

**Exams:** There will be two midterms

**Missing Exams:** If you are unable to take an exam at the scheduled time, arrangements must be made with me prior to the exam.

**Pop quizzes:** Unannounced quizzes will be given in class.

**Grading:** Grades for the class will be divided as follows:

Homework: 60%

Mid-Term: 15% each

Quizzes: 10%

End-of-class grades will be as follows:

A 90% - 100%

B 80% - 89%

C 70% - 79%

D 60% - 69%

F 59% and below

**Late Homework Policy:** Late homework will not be accepted. Students will be able to drop one homework assignment grade.

**Collaboration Policy:** Students can generate ideas together and cover general issues. However, assignments should be done alone.

Copying another's work will not be accepted. Do not cheat. Anyone found cheating will be punished to the fullest extent of department and university policies.

**Policy on Incompletes:** It is assumed that students have the responsibility for completing the requirements of the courses in which they are enrolled within the time framework of the semester. Incompletes may be given when, in the opinion of the instructor, there is a reasonable probability that students can complete the course without retaking it. The incomplete is not an option to be exercised at the discretion of students. In all cases it is given at the discretion of the instructor within the following guidelines:

1. A mark of incomplete may be assigned students when:
  - a. They have been in attendance and doing passing work up to three weeks before the end of the semester, and
  - b. For reasons beyond their control and which are acceptable to the instructor, they have been unable to complete the requirements of the course on time. Negligence and indifference are not acceptable reasons.
2. The instructor sets the conditions for the completion of the course work and notes these conditions on the final grade report.
3. When a student has met the conditions for making up the incomplete, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
4. An incomplete which is not made up within one calendar year automatically will revert to the alternate grade which was assigned by the instructor at the time the incomplete was submitted.
5. An incomplete remains on the permanent record and is accompanied by the final grade, for example, IA, IB, IC, etc.

**P/NP option:** A student must earn the equivalent of a letter grade of C for a P.

**Labs:** Attendance at labs is optional. The labs provide an excellent opportunity to get hands-on experience and help with your homework. Help on assignments will be offered at the labs.

**Last day to drop:**

with refund – Feb 13

without refund – Mar 9

Dropping after Mar 9 requires **documented justification** of a very unusual circumstance before even being considered by the department.

**Other notes:**

Profanity and obscenity will not be tolerated, either in class or on assignments.

Please notify me at the beginning of the course of any DSS certified disabilities I need to be aware of.

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