Course Syllabus
Walla Walla Community College
CS 100: Introduction to Microcomputers

Required:
Location: Clarkston Campus, Room 125A
Term: Spring 2015 (04/01/15 to 06/12/15)
Day/Time: Monday, Wednesday, and Friday from 1:30 p.m. to 2:20 p.m.

Instructor:
Jennifer DeJean
Office: 119
Phone: 509-758-1715
E-mail: jennifer.dejean@wwcc.edu

Instructor Availability:
I will be available daily, from Monday to Friday, to assist you with any course-related questions or concerns. Please do not hesitate to visit my office or to contact me either by phone or by e-mail.

Office Hours: Monday to Friday from 10:30 a.m. to 11:30 a.m., or by appointment.

Resources:
Textbook:
Title: Microsoft Office 2013, Benchmark Series
Author(s): Rutkosky, N., Roggenkamp, A., and Rutkosky, I.
Publisher: Paradigm Publishing, Inc.
Date: 2014
ISBN: 978-0-76385-342-6 (text)
ISBN: 978-0-76385-385-3 (text + CD)

Other:
Internet Connection
Microsoft Office – Word, Excel, Access, and PowerPoint
Jump Drive

Course Prerequisites:
None
Course Description:
Introductory hands-on computer course intended for non-majors. Provides the beginning computer user an elementary understanding of computer hardware, the operating system, word processing, spreadsheet, email and correct file management. This is the same course as CS 101. Students cannot earn credit for both CS 100 & CS 101. Recommended: Keyboarding skills.

Course Objectives:
- Identify basic computer hardware components.
- Define basic computer terminology.
- Operate the Windows Graphic User Interface (GUI).
- Explain and demonstrate proper data storage and retrieval techniques using Windows Explorer for file management.
- Create beginning level documents using word processing software.
- Create beginning level documents using spreadsheet software.
- Select the appropriate software product to produce various business documents.
- Compose and send business appropriate communications using e-mail.
- Research and describe a contemporary computer topic using appropriate internet search techniques.

Classroom Rules:

Professionalism:
It is expected that each student will conduct oneself in the upmost professional manner. This includes not using foul or derogatory language, speaking with the instructor individually if there is a question or concern, and adhering to the other outlined classroom rules.

Participation:
Participation is expected and highly encouraged for successful completion of the course. Participation is an evaluation item in this course.

Cell Phone or other Electronic Devices:
Cell phones or other electronic devices unrelated to the class are not allowed during class time. Please turn off all devices and be respectful to those around you. Disruption from electronic devices will be evaluated under attendance and participation for this course.

Cheating:
Cheating will not be tolerated. Please refer to Walla Walla Community College’s Student Code of Conduct for all policies regarding academic integrity. The college’s policy will be followed and adhered to within class, which (depending on the circumstances) may result in the student receiving a warning and a lowered grade; receiving a failing grade for the course; being dropped from the course; being recommended for suspension or dismissal from the College; or the case being referred to civil action.
**Assistance:**
Please contact Carol Bennett in Student Services if you have a learning disability and need assistance.

**Gifts:**
Per the Washington State Code of Ethics policy, an Instructor cannot accept a gift from a student.

**Final Grade Calculation:**

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>40%</td>
</tr>
<tr>
<td>Projects</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Attendance and Participation (20%):**
Attendance is expected and highly encouraged for successful completion of the course. Punctuality is expected. Please do not be late to class because it disrupts your fellow student’s learning and your Instructor’s teaching. Attendance is an evaluation item in this course.

Disruptive behavior in class will result in a reduction in your attendance and participation grade. By being disruptive in class, it interrupts the learning environment for others. Disruptive behavior may include, but is not limited to, talking with other classmates when the Instructor or a guest is speaking, using your cell phone or other electronic devices, etc. I will throw out your two lowest attendance scores.

**Homework: Deliverables (40%):**
Homework will consist of problems from each chapter and other related requirements to have completed by the assigned due date. Homework will not be accepted late. I will throw out your two lowest scores of these assignments.

**Projects (40%):**
You will be provided with two projects to complete for this course. Details regarding the projects will be provided to you separately.
Grading:
Your final grade will be calculated by the weighted average score of all grades in each weighted category discussed above, and it will be assigned a letter grade dependent on the overall percentage as outlined below:

<table>
<thead>
<tr>
<th>%</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>84-86</td>
<td>B</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>74-76</td>
<td>C</td>
</tr>
<tr>
<td>70-73</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-66</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>