**Course:** Computer Software Principles – CT 121  
**Instructor:** Dan Biagi  
**Website:** http://staff.wwcc.edu/dan.biagi/ct121.htm  
**Quarter:** Spring 2005

---

**Introduction**

This course covers a variety of software currently used in home and work environments. Computer Software Principles emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, Internet, and Microsoft Windows. CT 100 or equivalent skills recommended.

**Course Policies and Procedures**

1. Daily attendance is required. If your absences exceed 3 days, you will be required to meet with me and submit a written plan to me outlining your makeup plan. If your absences exceed 5 days, you will be dropped from the course.

2. All assignments created in this course must be stored on the College network using your U: drive space provided by your technology fee. No other sources for storage are allowed for this course.

3. Late assignments will not be accepted for any reason.

4. Assignments for this class will be posted on my website: http://staff.wwcc.edu/dan.biagi/ct121.htm. You are responsible for accessing the assignments from this site.

5. Computers may be used for class activities only during class time. No use of email or chat will be allowed during class.

6. If you cannot attend class, leave a message (527-4235) or send an email (dan.biagi@wwcc.edu) prior to your absence.

7. You may make up one missed exam during the quarter. No make-ups are allowed for missed quizzes or assignments.

**Required Work**

During this quarter you will be required to complete all of the following:

1. Daily assignments.

2. Required exams and quizzes.

3. Homework assignments utilizing the concepts learned in the course.

4. Other special projects as assigned by your instructor.

Students are responsible for having completed tasks/tests evaluated and points awarded and recorded as the quarter progresses. Instructor will announce final cutoff date for receiving points for each completed task/test throughout the quarter. Final checklist will be due at the completion of the quarter at the beginning of the final exam for the course. Unevaluated tasks/tests will not be accepted after this time.