CLASS TIME: Tuesday and Thursday 11:30pm-12:15pm

LOCATION: Fayard Hall 215

INSTRUCTOR: Jing Liu

OFFICE: Fayard Hall 331B

OFFICE HOURS: Tuesday and Thursday 9:30am-11:00pm
Thursday 1:45pm-2:15pm

ONLINE OFFICE HOURS: Monday, Wednesday and Friday 10:30am-12:30pm
Monday and Wednesday 2:00pm-3:00pm
All other times by appointments only

E-MAIL: Jing.Liu@selu.edu

TEXTBOOKS: You may pick up the textbooks from Book Rental (North Campus)


PREREQUISITE: None.

DESCRIPTION: An introduction to microcomputer hardware and software. Software includes an operating system, a user interface, networking, word processing, and electronic spreadsheets. Degree credit is not available for the Computer Science major or minors.

OBJECTIVES: The purpose of this course is to introduce you the most commonly used applications software packages, Microsoft Word (word processor), Microsoft Excel (spreadsheet), and Microsoft PowerPoint (presentation program) on WINDOWS operating system for IBM PC or compatible micro computers. Students should not expect to be an expert on these software packages, but successful completion of the course will give them a certain level of skills necessary to solve numerous problems and discuss the subjects in the following areas:
Windows operating systems
Word processing
Data analysis
Presentation

CREDITS: 3 semester hours

HARDWARE & SOFTWARE: IBM/IBM compatible PC running Windows XP
Microsoft Office 2007, Web browser

KNOWLEDGE: Know how to access Blackboard, upload/download, zip/unzip
files, and use email.

EVALUATION: Final course grades will be computed as follows:
Test on Chapter 1 and 2 on TIA (100 points)
Test on Chapter 3 and 4 on TIA (100 points)
Test on Chapter 5 and 6 on TIA (100 points)
Test on Word (50 points)
Test on Excel (50 points)
Test on PowerPoint (50 points)
9 Assignments (90 points)
Quizzes/Class Activities (60 points)

_____________________________________________________________________
Total 600 points

90 % and up – A
80 % to 89.9 % – B
70 % to 79.9 % – C
60% to 69.9% – D
below 60 % – F

WARNING: Students must submit all assignments and take all tests in
order to receive a passing grade.

WORK STRUCTURE: All assignments and results must be computer generated.
Be sure that all required elements are included in your
submission. All assignments should be done INDEPENDTLY;
students share the score of any duplicated assignments.

MISSED TEST: All test dates will be announced in class at least one
week ahead of time. All dates are firm. Prior arrangements
must be made with the instructor, whenever possible.

LATE WORK: All assignments are given at least one-week time to finish
them. All due test dates will be announced in class at least
one week ahead of time. All dates are firm. No later assignments will be accepted.

**ACADEMIC DISHONESTY:** University policy will be followed for cases involving alleged academic dishonesty. Copying part of another student’s program or exam is CHEATING. Allowing another student to copy is also CHEATING.

For more information refer to the “Academic Dishonesty” policy in the University Undergraduate Catalog: [http://www2.selu.edu/StudentAffaires/Handbook/](http://www2.selu.edu/StudentAffaires/Handbook/)

**CLASSROOM DECORUM:** The following activities are considered unacceptable in the classroom:
- Eating, drinking, use of tobacco
- Use of electronic equipments, e.g. phones, you own laptop etc.

**AMERICAN WITH DISABILITIES ACT:**
If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, Room 203, Student Union. More information can be obtain at this web address, [http://www2.selu.edu/StudentAffairs/DisabilityService/](http://www2.selu.edu/StudentAffairs/DisabilityService/)

**OPEN DOOR POLICY:** The instructor welcomes input to help make your learning of the material in this course better and easier. Please feel free to come by the office and voice your suggestions or ideas.

**NOTES:**
- Last day to withdraw: Friday, March 15th, 2013.
- Spring Break: March 29th-April 4th.
- Last day to return rental textbooks without a fine, May 20th.
- Student accounts will be charged for any rental books not returned by 12:30 p.m. on May 24th.
- Students are responsible for all assigned reading material covered in the textbook.
- The students Southeastern Louisiana University e-mail address MUST be used for all e-mail communication between students and faculty/administration/staff. Students are encouraged to check their Southeastern e-mail frequently for important communications from the university.
# Class Contents List

<table>
<thead>
<tr>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1 on TIA</td>
</tr>
<tr>
<td>Chapter 2 on TIA</td>
</tr>
<tr>
<td>Chapter 1 on Word</td>
</tr>
<tr>
<td>Chapter 2 on Word</td>
</tr>
<tr>
<td>Chapter 3 on Word</td>
</tr>
<tr>
<td>Chapter 3 on TIA</td>
</tr>
<tr>
<td>Chapter 4 on TIA</td>
</tr>
<tr>
<td>Chapter 1 on Excel</td>
</tr>
<tr>
<td>Chapter 2 on Excel</td>
</tr>
<tr>
<td>Chapter 3 on Excel</td>
</tr>
<tr>
<td>Chapter 5 on TIA</td>
</tr>
<tr>
<td>Chapter 6 on TIA</td>
</tr>
<tr>
<td>Chapter 1 on PowerPoint</td>
</tr>
<tr>
<td>Chapter 2 on PowerPoint</td>
</tr>
<tr>
<td>Chapter 3 on PowerPoint</td>
</tr>
</tbody>
</table>