CS 2000 Effective Computing  
Course Information – Winter 2002

Time: T-W-Th 9:00 AM to 10:00 AM (Lab)                    Room: L-125
      T-W-Th 10:01 AM to Noon (Lecture)                  Room: P-103

Instructor: Edward L. Lamie  
            Phone: 667-3183
Office: P 284  
Office Hours: Tuesday and Wednesday, 1:30 PM to 4:00 PM
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Materials: You will need several 3½" high-density floppy disks to store and back up data files, as well as six Scantron forms (# 882-ES) for the quizzes.

Course Overview

This is a Windows-based course in using computers effectively for personal work. Its emphasis is on the major computing applications: word processing, spreadsheets, presentation software, and database systems. You will also be exposed to the applications of computer networks, electronic mail, and the World Wide Web. You will learn to recognize the kinds of problems to which each of these tools can be applied. You will get enough experience applying these tools so that you can use them in your own applications. You will also become familiar with much of the terminology that you need in order to continue to learn about computers when the semester is over. You will learn a lot about using computers in this course. However, we will not make any attempt to teach you programming in this course.

We will use Windows-based computers for our classroom demonstrations and in the lab. If you use another kind of computer, you may use it instead, but you may find the details of its operation to be different from those of the computers we use in class. You would therefore be somewhat more "on your own" if you choose to use a non-Windows-based computer.

Grading (+/- system used)

Quizzes (6) ...........................................50%
Homework (10) ..........................50%

N.B.: The last day to request credit/no credit grading is Thursday, January 10.