CS 4000 Personal Computing
Course Information – Spring 2002

Time: M-W 3:35 PM to 4:33 PM (Lecture)  Room: P-103
F 3:35 PM to 4:33 PM (Lab)  Room: P-120

Instructor: Edward L. Lamie  Phone: 667-3183
Office: P-284
Office Hours: M&W 1:30-3:00PM and Tue 1:30-4:30PM
Email: lamie@altair.csustan.edu
Class web site: http://www.cs.csustan.edu/~lamie/cs4000/main.htm

Materials: You will need several 3.5" 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 personal 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.

We will use Mondays and Wednesdays for classroom lectures and demonstrations, and we will use Fridays for lab activities.

Grading (+/- system used)

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

N.B.: The last day to request credit/no credit grading is March 13.