CS145 Introduction to Computing
Syllabus - Spring 2009

Instructor: Dr. Rong Yang
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Office hours: 10:30 – 12:45 TR, 10 – 12:30 F, and by appointment

Course Web Site: Myitlab (http://www.myitlab.com)
The web site will contain course information including class announcements, the course syllabus, supplementary materials, assignment files, course calendar, and grade book.

This web site is also for application training and assessment. Students are required to complete the online self-registration first before access.

Text and Software: Technology in Action (Introductory) 4th Edition by Evans, Martin & Poatsy,
Prentice Hall bundled with Prentice Hall Myitlab for Office 2007 Essentials,
ISBN 0137017634

Credit Hours: 3.0

Course General Description: CS145 is designed to provide students with essential computer concepts and skills that can be applied and extended in school and work. This course covers general topics in computer literacy including word processing, spreadsheets, databases, web basics, the Internet and security and Mobile Computing.

Course Objectives: Upon successfully complete this course, students should
  Be able to use Microsoft Word, Excel, PowerPoint and Access;
  Be able to use email and the Internet effectively in communication and research;
  Understand the basics of web pages and Internet security;
  Have a general knowledge about the operation of computers.

Internet Access and E-Mail: All students must obtain access to the Internet and an e-mail account (a western email account is required. For more information about your western email account, please visit http://www.wku.edu/accounts). If you have any questions about the course or need assistance, please contact your instructor in person or by telephone during office hours, or by e-mail at any time.

Attendance policy: Class attendance is expected. Each class meeting some new material will be discussed which will help the student in the learning process. Naturally, there is a high correlation between regular attendance and good grades. Students who miss a class are responsible for all the material covered.

Grading Policy: There will be several Microsoft office applications and computer concepts exams/tests/quizzes. Your final grade will be determined by your overall average on all the
exams/tests/quizzes. The usual 90-80-70-60 scale will be used.

A = 90% - 100%  
B = 80% - 89%  
C = 70% - 79%  
D = 60% - 69%  
F = 59% or lower

**Make up exam policy:** No make up exams will be given unless you have a documented medical reason or emergency and prior arrangements are made with the instructor. Exams will be announced through the course website.

**Cheating policy:** All work handed in for credit by a student is to be the work of that student alone. It is your responsibility to be honest and to protect your own work from being copied by others. Any deviation from this standard may result in an immediate **F** in the course (for **EVERYONE** involved).

**Disability:** In compliance with university policy, students with disabilities who require accommodations for this course should contact the Office for Student Disability Services, DUC A200. Tel: (270) 745 5004. TTY: (270) 745 3030. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.