Lamar University – COSC 1371-09, Fall, 2005
Introduction to Microcomputers/MS Office
Syllabus Adjustment due to Hurricane Rita

TTh, 8:00 ∼ 9:20 AM, Maes 212
URL:http://hal.lamar.edu/∼licc/COSC1371MicroComp

Instructor:
> Dr. Chung-Chih Li, Office: 69 Maes, Tel: (409) 880-8748, Email: `licc@hal.lamar.edu`
> Office Hours: MWF 10:00 ∼ 11:00 AM

Course Description and Topics: Same

Intended Topics: We will not cover the optional topic – MS FrontPage and we adjust the number of weeks for each topic as follows:

1. MS Word (2 weeks, done)
2. MS Excel (3 weeks)
3. MS Access (2 weeks)
4. MS PowerPoint (1 weeks)

Supply Preparing: Same

Textbook: Same

Tests: (0 point) Same

Projects : (600 points) We reduce the number of projects to six.

1. MS Word (2 projects, 200 points, done)
2. MS Excel (2 projects, 200 points)
3. MS Access (1 projects, 100 points)
4. MS PowerPoint (1 projects, 100 points)

Attendance: (50 points) Reduced. Attendance will be taken impulsively for extra points. Each attendance, if taken, contributes 10 points towards final scores.

Grading Policy: Grades will be given as follows. No curve, and hence don't hesitate to help your friends.

Points	Grade	
550 ∼	A	Excellent
480 ∼ 549	B	Good
420 ∼ 479	C	Satisfactory
360 ∼ 419	D	Passing
0 ∼ 359	F	Failure

Academic Honesty: Same

Special Note:

- Due dates for projects 1 and 2 will be extended to **Oct. 31, 3:00 PM**. That means, this is your last chance to make them up if you miss any. If you do not submit your disk in class, you can submit your disk to my office any time before the due date; Write your name and the project number clearly and slip your disk in under my door in case I'm not in my office.
- Oct. 31 is the last day to drop course without penalty.