

Syllabus – Spring 2012

CS 0131 - Software for Personal Computing (3 credits)

Contact Information

Professor: George Jucha Cell Phone: **724-713-6086** email: gjucha@hotmail.com
Course Web Site: www.aranae.com/pitt or: gjucha@gmail.com
Office Hours: Available 1/2 hour before & after class/as room allows. Evening Lab hours will be from held in the Sennott Square classroom on Tuesdays/Thursdays after Add/Drop.

Required Resources

Textbook - MS Office 2010, Grauer
A flash drive or an external hard drive (preferred) will be required for class work.

Course Objective

To provide an advanced/professional understanding of the application of Microsoft Office and other common software programs to accomplish diverse real world projects.

Students will have the ability to customize some of the projects (in conjunction with professor approval) to meet their specific interests. The course will focus on the planning, development, implementation and refinement the following elements of the course content:

Applied MS Word, development and use of Excel spreadsheets, construction of an Access relational database, effective use of Power Point to integrate multiple files and file types, cross utilization of Excel and Access to manage and analyze data and the creation of a basic web page using notepad.

Grading

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

10% Homework, 20% Lab work, 10% Tests, 15% Midterm, 10% Final Exam and

20% Class Performance Rating A 1-5 rating on skill demonstrated on assignments.

The class performance rating (CPR) is a scale that objectively reviews/compares lab work and midterm to the class' overall performance/ability. It is designed to give credit to those that provide exemplary work and reward them for their efforts.

15% Attendance (29 total Classes) – Each class attendance will provide one point and excused absence will provide 0.5 points. (2 classes=A, 3 classes=B, 4 classes=C, 5 classes=D, 6 or more=F)

Attendance Policy

***** IF more than 6 absences occur the semester is likely to result in an F *****
For an absence to be excused advance notice should be provided or immediately after!
If I fail to pass out an attendance sheet extra credit will be provided for whomever lets me know.

Homework, Lab assignments, Midterm, Tests and CPR breakdowns are on the reverse side of this page. Late homework will only be accepted with an excused absence or extraordinary circumstance.

Late Assignments will be reduced by a minimum of 20% unless other arrangements have been made.

Students with Disabilities and/or Learning Difficulties: If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 140 William Pitt Union, 412-648-7890/412-383-7355 (TTY), as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course. I want anyone that is experiencing any difficulties to come to me at their earliest convenience.