

Wagner College
**CS 106 - COMPUTER COMPETENCY
FUNDAMENTALS**

TEXTBOOK: *MICROSOFT OFFICE 2000, INTRODUCTORY CONCEPTS AND TECHNIQUES*, by G.B.Shelly, T.J. Cashman & M.I. Vermaat, Course Technology, 2001

INSTRUCTOR: Dr. Adrian Ionescu <http://www.wagner.edu/faculty/users/ionescu/>
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OFFICE: Room 117, Megerle Science Hall, x3245
COURSE WEB PAGE: http://ionescu.pageout.net/page.dyn/student/main/instructor_home

COURSE OUTLINE:

- INTRODUCTION TO COMPUTERS
- MS WINDOWS
- MS WORD
- MS EXCEL
- MS ACCESS
- MS POWERPOINT

GRADING POLICY: You are responsible for all material covered in class, as well as that in the text.

- MIDTERM (30%)
- FINAL (40%)
- HOMEWORK/CLASS PARTICIPATION (30%)

GRADING SCALE: Letter grades will be determined by the following scale, where 100 corresponds to the highest point total earned by any student in the class:

Average	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

COURSE POLICIES:

- There will be no make-up examinations. *A student who is unable to attend a major examination due to illness or other emergency is required to contact his instructor within 24 hours of the exam time.* If an exam is missed due to an emergency, the final will be counted twice; once as a final, and once in place of the missed exam. Late homework will not be graded.
- Any preceding policies may be waived at my discretion

For inclement weather updates or other announcements please check your e-mail and the following page regularly: <http://www.wagner.edu/faculty/users/ionescu/notes.htm>