C/IL 104 - Computer and Information Literacy

Syllabus - Fall 2008

Instructor: Terry Barrett
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Time/Room: Section 1  Monday/Wednesday 8:00am-9:50pm  MGH 110
           Section 4  Monday/Wednesday 4:00pm-5:50pm  MGH 110

Text: Exploring Office 2007 volume 1 (bundled with access code for www.myitlab.com and
      Robert T. Grauer  180 day license for Office 2007)
      Pearson/Prentice Hall

Goals: Gain a greater understanding of the role of digital technology in gathering, evaluating, and
disseminating information. Prepare students to be more productive in their use of digital
technology.

Office Hours: Tuesday/Thursday  2:00-3:00pm

Grading: Tests/Quiz/Final: 65%  94-100  A  77-79  C+
         Assignments: 15%  90-93  A-  73-76  C
         Webpage: 10%  87-89  B+  70-72  C-
         Participation: 10%  83-86  B  65-69  D+
                             80-82  B-  60-64  D
                             < 60  F

A Grade of C or better is required in C/IL 104 to satisfy the University’s general
education requirement for Computer Literacy.
**Attendance:** Students are expected to attend all classes. Excused cuts must be approved in advance. More than 1 unexcused absence will result in a reduction of your course grade. You are responsible for all work missed in your absence. *Turn off cell phones and MP3 players.*

**Lateness:** Any late assignments or missed tests will result in an F unless arrangements are made with the instructor prior to the due/test date.