

AND A ONAL COLL
B N ADM N A ON
CO O L N

BA
Dep en e e p p ne c
O e e p p c
N OD C ON O COM NB N

A e c/e

Office C

e ep/one

X

f e c/e p c c

p o n Office X o e n/nced d on o e e nd
M y nn B e e on en ce

CO

One e e n nde Required e c e e fo



the difference between SIMM's and DIMM's. Terms and expressions such as megahertz, Bytes, Bits, L1 and L2 RAM cache, dot pitch, Baud rate, ROM BIOS and the list goes on and on are frequently encountered by computer users.

To overcome this "shortcoming" lectures in this course will serve to help reduce some of the mystique associated with computer hardware.

AD N This course will cover a large volume of material.
For some students, this material will be completely new while others will have a background in various aspects of the material presented

To help ensure that students have a full understanding of ALL the course material presented, and to reduce the problems that are created when students are absent, and at the insistence of a large percentage of the Business Administration student body, please note the following:

Students will be expected to attend class on a regular basis. Any student having more than six (6) inexcusable **absences may not be allowed to write the final exam**



In addition, unless unpreventably detained, students are expected to be in class "ON TIME".

All assignments must be submitted, on time and in an acceptable format.

All papers must be **stapled together.**

No paper done in presence of professor

A final grade is not assigned until assignments have been submitted

NO A NM-N FLB ACC DA
LA DAY OF CLA

All assignments must be submitted using the software taught in this course unless otherwise noted.

- Assignments with an inordinate number of spelling errors, which display poor grammatical style or which otherwise seem carelessly prepared will be returned significantly penalized or ungraded.

Although, I encourage students to assist each other, all assignments must be individually done.

In the past there have been some problems with students working in collaboration with each other and then submitting identical solutions. **YO A X C D**
ODO YO O N O S!

For those students who have versions of Microsoft Office other than MS Office XP/2002 loaded onto their home/office computer, you will find that your software is very similar to Microsoft Office XP/2002, which is the application software used in Lab A307. Much, but not all, of what is discussed in this course will be applicable to other Application Software packages.



Students will find that MS Office XP/2002 is downward compatible with MS Office 2000 and in some cases, but not in all, will be upward compatible with the newer Application software packages like MS Office 2003.

However, in order to maintain conformity in grading, all student assignments must conform to MS Office XP/2002.

Files created using other versions of the MS Office Suite **may not run on computers in lab A307.**

If you start a file using the newer software and then bring it to the A307 lab, you may find that you cannot load or access the file with MS Office XP/2002.

e e No e Obviously, with the various versions of MS Office available there could, potentially, be several problems. To get around these problems MS Office XP/2002 is the only standard which will be acceptable for “hand in” assignments. Fo

Keep track of your progress

There are a number of assignments in this course and students are forever wondering, as the year continues on, exactly where they stand in the course.

Article Review

Article Review Number 1 Grade _____ Number of Marks _____

Article Review Number 2 Grade _____ Number of Marks _____

Mid-term

Grade _____ Number of Marks _____

Final Assignment

Final Assignment Number 1 Grade _____ Number of Marks _____

Assignment 1 _____ Number of Marks _____

Assignment 2 _____ Number of Marks _____

Assignment 3 _____ Number of Marks _____

Assignment 4 _____ Number of Marks _____

Assignment 5 _____ Number of Marks _____

Assignment 6 _____ Number of Marks _____

Assignment 7 _____ Number of Marks _____

