

Introduction to computer science – Utility software

Semester organization

Lab number	Topic /test / marks (<i>L, M, P</i>)
1	Microsoft word
2	Microsoft Word (lab evaluation, <i>L1</i>)
3	Microsoft Excel (lab evaluation, <i>L2</i>)
4	Test MS office (1 h, <i>T1</i>) / intro to VBA
5	VBA
6	VBA
7	VBA
8	VBA (lab evaluation, <i>L3</i>)
9	Corel Draw
10	Corel Draw / test Corel Draw (1/2 h, <i>T2</i>)
11	Pair project
12	Pair project
13	Pair project
14	Pair project
15	Pair-project presentation (<i>P1</i>)

$$\text{Final mark: } M = 0.2 \left(\frac{L1+L2+L3}{3} \right) + 0.4 \left(\frac{T1+T2}{2} \right) + 0.4P1$$

Important information:

1. All test marks (*T*) must be equivalent to a grade larger or equal to 3 to be counted for the final mark. Retakes for *T1* and *T2* will be possible during the semester, but only 1 time (each student has the possibility for 2 tries maximum.)
2. One lab mark (*L*) can correspond to a grade lower than 2, but the average must be larger or equal to 3.
3. The pair-project is a program that you develop in pair during the lab session. It aims at merging together the knowledge you gathered from MS office, VBA and Corel Draw into one project. The project topic will be communicated in due time. You will need to prepare for the final presentation few Power Point slides, which explain your project, and a live demo of your program. The mark (*P1*) must correspond to a grade larger or equal to 3. If the project is judged too poor, students will have one week to improve it and show it to the teachers during the exam session.