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CS 205: Computer Literacy and Office Automation

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Wright State University - Main Campus

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CS205 COURSE SYLLABUS – Section 8 only

Computer Literacy and Office Automation

Instructor: Kim Gros

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361-8077 or 879-5812

COURSE OBJECTIVES:

- To understand basic computer operations and the principal components of a computer and connected peripheral devices
- To understand and examine current operating systems, software utilities, device drivers and application software
- To define and understand current storage technology and learn about logical file storage and management
- To become proficient in using application software categories that are covered in the seven modules
- To understand the basics of e-mail
- To introduce networking concepts including the Internet and its components and web browser basics
- To learn ways to protect your data and avoid computer disasters

The course is divided into 7 modules and may be presented in the following order:

- 1) Computer Concepts
- 2) Introduction to the Internet including e-mail and newsgroups
- 3) Introduction to Windows
- 4) Spreadsheets
- 5) Database
- 6) Word Processing
- 7) Presentation Graphics Software

The following software is used in the 320 Oleman lab:

- Microsoft Windows XP
- Microsoft Office 2003
- Internet Explorer

REQUIRED TEXTS:

Computer Concepts 5th Edition by June Jamrich Parsons and Dan Oja

Microsoft Office 2003 Introductory Concepts and Techniques by Shelly, Cashman and Vermaat

Note: You are responsible for purchasing the books and bringing them with you to class. Books for loan are not available in the classroom and lab.

MATERIALS NEEDED:

- 2 blank high density diskettes (1.44 MB)
- 1 diskette carrying case - optional

COURSE EVALUATION:

Each module includes assignments to check your understanding of the presented material. The assignments each have an assigned due date and the assignments should be turned in at the beginning of that class (before lecture starts) in order to receive full credit. Late assignments will not be given full credit...no exceptions. All assignments should be turned in – even if it is already late. **Please collect and keep all graded assignments for your records.**

There are four examinations covering the concepts and applications of each module. The exams are a combination of written and “hands-on”.

Exams **MUST** be taken at the scheduled times. If for emergency reasons, you are unable to take an exam on the scheduled date, **CONTACT ME PRIOR TO THE EXAM** or **AS SOON AS POSSIBLE**. You have my home and mobile numbers, I should hear from you before the next class. Be prepared to provide supporting documentation.

Grade Weights:

Lab. Assignments	100 pts. *	
Examinations	220	* You must complete a minimum of 60% of the assignments for each module to pass the course.
Attendance	40	
Unannounced Quizzes	40	
	400 pts.	

There will be 15 points of extra credit available during the quarter and we will use the following grade scale.

90-100=A 80-89=B 70-79=C 60-69=D

DISABILITY SERVICES:

Students with special needs should make the Instructor aware of any requirements needed to complete CS205 during the **FIRST WEEK OF CLASS**.

320 Oelman OPEN LAB HOURS:

You will not finish your assignments during class time and may use the lab during the listed open lab times or visit the labs in the library annex or 152C Russ Eng building.

Monday & Wednesday	12:30 – 1:30 PM
Sunday	2:00 – 4:00 PM

SAVING DATA:

All data generated by applications in 320 Oelman must be saved to your local diskette drive (drive A). ***You should save often*** – do not wait until you are finished (there is always a risk of something going wrong with the computer). Data saved to the local hard drive may not be recoverable after you log out.

BACKUP POLICY:

You are responsible for maintaining a backup copy of your assignments.

LABORATORY POLICIES FOR 320 Oelman

- 1) Do not modify or add files to the hard disk on the personal computers.
- 2) You are responsible for doing your own work. You are not to make copies of files for others or accept others files. Academic misconduct procedures will be followed. Refer to the following web site for a listing of the Academic Integrity Guidelines. http://www.wright.edu/students/judicial/stu_integrity.html
- 3) Refer to the following web site for a complete listing of Responsible Use of Information Technology Guidelines for the rules on Internet use at the university.
http://www.wright.edu/students/handbook/03_22.html
- 4) Label all diskettes (and books) with YOUR NAME and SECTION NUMBER.
- 5) **Do not use the computers during the lecture, unless instructed to do so by the instructor. YOU SHOULD NOT BE WORKING ON HOMEWORK DURING LECTURE.**
- 6) You are responsible for saving your work to your personal 3.5", 1.44MB diskette, not to the C drive (hard drive) on the computers. If you save your files to the C drive, they may be deleted when the cleaning program is run.
- 7) The printers are to be used for CS205 assignments only. Do not print an assignment or any other document unless instructed to do so by your instructor. **For CS205 printed assignments print 1 copy only – check the print preview first.**
- 8) Watch where you put your feet and hands. The computers are connected to the network and outlets by cables that can become unplugged if moved. Do not move the computers or printers.
- 9) When finished working on your PC, shut it down. Please be sure to turn off both the monitor and the processing unit.
- 10) No eating, smoking or chewing gum at any time near the computers. Drinks with twist lids are allowed.
- 11) Making unauthorized copies of the software is prohibited.
- 12) Notify the instructor or proctor of any hardware malfunction.

USING THE HP LASERJET 4 PRINTERS

Do NOT attempt to correct problems yourself, including paper out or paper jam problems. Do NOT print during lectures.

CS205 WAIVER APPLICATION

If you feel that you are already proficient in the material covered in CS205, you may apply to waive this class (based on the requirements of your college). Please check with your advisor. You may pickup a CS205 waiver application form in 303 Russ Center. Note that if you do choose to apply for a waiver, you must remain enrolled in the class while the waiver is processed. If the waiver is approved, you must then formally drop the class. With a waiver, you do not receive credit for the course.

CS205 PROFICIENCY EXAM

Students taking the CS205 Proficiency Exam will potentially earn credit for the course (4 credit hours) IF you pass all sections of the exam with an average $\geq 80\%$ for each section. If you are interested, please check with your advisor or see the instructor for more information.

COMPUTER SCIENCE/COMPUTER ENGINEERING MAJORS

CS205 may not be applied towards Computer Science or Computer Engineering degree requirements.

❖❖❖ HOMEWORK ASSIGNMENTS: ❖❖❖

**Follow all the directions and steps carefully (from the syllabus and book)!!!
This is simply a summary – Look at the following pages for detailed instructions.**

This table is to help you organize your assignments and grades. Keep this for your records.

	Assignment	Date Due	Grade
Concepts Assignment 1	Handouts		/2
Concepts Assignment 2	Fill in from page 67		/4
Concepts Assignment 3	Fill in from page 101		/4
Concepts Assignment 4	Fill in from page 31		/4
Concepts Assignment 5	Fill in from page 173 and Internet/E-Mail from syllabus		/6
Windows Module Assignment 1	From syllabus		/5
Test #1			/55
Excel Assignment 1	In the lab 1 pg EX 58		/5
Excel Assignment 2	In the lab 1 pg EX 132		/10
Excel Assignment 3	In the lab 1 pg EX 212		/10
Excel Extra Credit	Case & Places 1 pg 222		/5
Test #2 (Excel)			/55
Access Assignment 1	In the lab 1 pg AC 56		/5
Access Assignment 2	In the lab 1 pg AC 109		/10
Access Assignment 3	In the lab 1 pg AC 168		/5
Access Assignment 4	Case 1 pg AC63, AC112, AC171		/10
Extra Credit (Excel & Access)	From syllabus		/10
Test #3 (Access)			/55
Word Assignment	From syllabus		/15
PowerPoint Assignment	From syllabus		/5
Test #4 (Word & PowerPoint)			/55

Computer Concepts Module – Printed and Online

Procedure for Answering Questions:

For these questions you are required to supply written answers. Use a word processing software, such as Notepad, WordPad or Word, to record the answers to the questions. **The first items typed in the file should be your name, the assignment number and the section number.** Do not worry about formatting the document. Save and print the document and turn it into the INBOX at the front of the room.

Assignment 1: Read: Office 2003 Book – Intro to Computers – Pages COM2 – COM18

Do: MC and Fill In questions – These are available already printed in class or follow the instructions on page COM 39 #1 to print the questions from the internet.

Assignment 2: Read: Computer Concepts Book - Unit B

Do: Fill in the Best Answer on page 67 – There is a typo on #7 – It should read “CD-RW technology....”

You do not need to repeat the questions on your printout – simply give me the word(s) that you need to fill in the blank.

Assignment 3: Read: Computer Concepts Book - Unit C

Do: Fill in the Best Answer on page 101

Assignment 4: Read: Computer Concepts Book - Unit A

Do: Fill in the Best Answer on page 31

Assignment 5: Read: Computer Concepts Book - Unit E

Do: Fill in the Best Answer on page 173 and the following Internet portion

Note: To do this assignment on campus, you must obtain your Wright State student account from Computing and Telecommunications Services. All WSU students are assigned accounts. You will need to pick up the account information at the CATS help desk in the basement of the Library Annex. (Room 025) – bring a picture ID.

The mail reader used here on campus is <http://webmail.wright.edu>

Look through web sites to find a computer system you would personally want to purchase. Some popular manufacturers that you are likely to find on the web are Dell, Gateway, IBM and Apple or web sites for stores like BestBuy, CompUSA or Target. You are not limited to these vendors. E-mail me the web page (or the link) that shows the information about the computer you selected. Send the e-mail to kgros@hcst.net and in the body of the e-mail include your full name and a paragraph describing the reasons you selected that machine.

Windows Module – Printed

Read: Computer Concepts Book - Unit D

Microsoft Office – Introduction to Windows pages WIN4 – WIN67

Part A:

In the Concepts book page 134, look at the file organization options in Question 1 of Independent Challenge 3. Consider the file organizing methods given in options a – g and choose the method that you like best. Write a paragraph on the advantages and disadvantages of that method.

Part B:

Type in the definitions, instructions or step by step procedures for each of the following.

- 1) What is an active and inactive window
 - 2) What is a path of a given file – include an example
 - 3) How do you show file properties
 - 4) What are the different views in Windows Explorer
 - 5) How does a file become fragmented
 - 6) What does a file that has an exe or com extension do
 - 7) Define the terms Byte, KB, MB, GB
 - 8) Define the terms root, subdirectory and file
 - 9) How do you do a proper shutdown of Windows
 - 10) How do you change a file name
 - 11) How do you erase files
 - 12) How to select a series of adjacent files from a list
 - 13) How to select a series of non-adjacent files from a list
 - 14) How to move and/or copy files from a drive/folder to another
 - 15) How to maximize, minimize and restore a window
 - 16) How to Format a disk
 - 17) Find (or search) for a specific file
-

Procedure for Printing Future Assignments:

All future printouts must have a required “header” and “footer”. The header must have your name and the assignment number. The footer must have your section number and the current date. This required information can be positioned anywhere across the top and bottom of the page.

Note: If you complete the homework assignments outside of the CS205 lab, the files must be in a format readable by Office 2003. You are responsible for presenting the files in a readable format if needed!

Spreadsheet Module – Printed

Assignments will not be accepted without “formula printout”

Make sure that the whole formula is showing. Points will be taken off if we can not see the whole formula.

Excel Assignment 1: *Read:* Microsoft Office - Excel Project 1

Do: In The Lab 1, page EX 58-59

Use the following clarifications for the specified steps provided in the book.

- Skip step 6.
- During step 7, put the information requested into cells A11:A15 instead of the cells given in the book.
- Skip step 9
- Before you print in step 11, add the required header and footer. Then print, display your formulas and print again (this time in landscape and on one page).

Excel Assignment 2: Read: Microsoft Office - Excel Project 2

Do: In The Lab 1, page EX 132 - 133

Use the following clarifications for the specified steps provided in the book.

- In step 3, use the sum function.
- In step 6, if you do not have the font style "Broadway" then switch to something similar. Also, change the background color to red for A1:I2.
- In step 10, make sure you have the required header and footer and make sure it prints on one page.
- In step 11, print the formulas, in landscape, on one page.
- After you are done with the steps in the book, create a 3-D pie chart using the Employee Names and their Net Pay. Include a title, no legend, and with category name and percentage showing. Create the chart as a new sheet. Once it is finished, increase the title font size to 24, bold the labels, explode the largest pie piece and elevate the chart to 50. Add the required header and footer before printing. Turn in the three printouts.

Excel Assignment 3: Read: Microsoft Office – Excel Project 3

Do: In The Lab 1, page EX 212 – 214 (**Part 1 and 2 only**)

Use the following clarifications for the specified steps provided in the book.

- In step 4, make columns B:H the width of 11.57
- In step 5, format the assumptions so that they look the same as shown.
- In step 7, be sure to use the "Absolute Reference Rule of Thumb" that we discussed in class. Try to create your own formulas using the "math equation in words" given and do not look at the actual formula with cell references that is also given.
- Before you print in step 10, add the required header and footer.
- Skip step 11
- In Part 2, include the required header and footer then print the chart only.
- After you finish Part 2, go back to the spreadsheet and use the goal seek to determine a margin (cell B24) that would result in a net income in 2010 of \$1,000,000. Print the chart again and on that printout hand write the new margin that the goal seek computed. Turn in the four printouts.

Excel Extra Credit

Do: Cases and Places 1, page EX 222

There are few specific requirements for this assignment. You still need the required header and footer. With the information given in the case, calculate the requested information. You will have two sets of assumptions (% of output for each candy and price for each pound). You should use absolute references where needed.

Format the worksheet to look professional and print on one page. Display the formulas and print again (in landscape and on one page). Print the chart with the required header and footer.

Database Module – Printed

****Access does not convert well to other versions of the program.
Keep that in mind if you are not using Office 2003****

Access Assignment 1: Read: Microsoft Office – Access Project 1

Do: In The Lab 1, page AC 56 - 58

Use the following clarifications for the specified steps provided in the book.

- Skip steps 4 and 7.
 - During step 10, when you create the report, include your full name in the title of the saved report. Print the report from Access. (it will not have the required header and footer)
 - When you are finished with the steps in the book do the following steps so that you can print the table contents from Excel: (If you are familiar with Word, you may print your tables from that program rather than Excel).
- 11) Open the Item table in datasheet view. Highlight all of the records. Copy the records into the "clipboard memory". Click on the Start button and open Microsoft Excel. In a new document make the file landscape and insert your required header and footer. Go under the Edit Menu to the "Paste Special" command. Choose the option for text.

- 12) On the task bar at the bottom of the screen, click on the Microsoft Access button. Open the Supplier table in datasheet view. Highlight all of the records. Copy the records into the "clipboard memory".
- 13) On the task bar at the bottom of the screen, click on the Microsoft Excel button. Move your cursor to a blank row (maybe leave a blank row between your tables). Go back to the Edit Menu and the Paste Special command. Choose text. In order to display all of the text in the cells – highlight the columns used (or choose select all) and under the Format Menu go to "Column" then "Autofit Selection". Print the document from Excel with both tables (in landscape) and on one page.
- 14) Turn in both printouts.

Access Assignment 2: Read: Microsoft Office – Access Project 2

Do: In the Lab 1, page AC 109 - 110 (Continuation of Assignment 1)

DO NOT PRINT EACH STEP!!

Use the following clarifications for the specified steps provided in the book.

- For each step, where it says to print, you should "SAVE AS" the query onto your disk. Use the step number from the book to individualize the queries. Create all queries in Design View.
- Skip steps 5, 8 and 10. (You should have 10 queries when finished.)
- When you are all finished, run each query and copy to Excel (or Word) as explained in Assignment 1. You should be able to fit the results of all the queries on 2-3 pages. Print these pages in either landscape or portrait.

Access Assignment 3: Read: Microsoft Office – Access Project 3

Do: In The Lab 1, page AC 168 (Continuation of Assignment 2)

You will need a file from the data disk that came with the book. If you do not have the disk, ask us for the file. Use the following clarifications for the specified steps provided in the book.

- In step 3, you should click on the browse button to find your Birds2U file from assignment 2.
- Skip step 7.
- In step 8, do not print
- Skip steps 12-14
- Print the contents of both tables as described in Assignment 1.

Access Assignment 4:

Do: Cases and Places 1, page AC 63, AC 112 and A3.58

- In the first chapter, create the tables as explained in the book. You will have one table for the clients and another table about the walkers and they will have a field in common (Walker Number). You will get the data for the tables from a file on your student disk. If you do not have the student disk, ask us for the file. After you have all of the data entered you will print the tables using the same instructions given in Assignment 1 and using the required header and footer.
- In the second chapter, create and save the queries given. Print the results of these queries as you did in assignment 2.
- In the third chapter, do steps a – c only. During step (c), put in the default value and validation rule requested. Also put in validation text. Print the table about the customers only – using the same instruction in Assignment 1 with header and footer. On your printout record EXECTLY what you typed in as the default value, validation rule and validation text.
- Turn in all of these printouts together.

Excel and Access Extra Credit – Printed

Excel Portion

Do: In the Lab 3 page EX 218 (**Part 1 Only**)

- There is a typo in step 2, Insert the two new columns between columns F and G
- After Step 17, sort rows 4-10 by employee name
- Skip step 19
- Before you print in Step 20, double check your header and footer. Save the file again.
- When you print the formulas in step 21, you will need to make sure to adjust the column widths so that the entire formula is displayed.
- Turn in the two printouts and continue with the Access portion.

Access Portion

- Copy the data from rows 4-10 from the Excel spreadsheet and using “Paste Special” put the values in one of the blank “sheets” of that same file. Save and close the spreadsheet.
- Open up Microsoft Access and create a blank database called Illiana Custom Homes. Create a new table and use the “Import Table” option. In the Import dialog box, change the file type to Excel and find the file you just saved. Choose Import. You will need to pick the sheet that you saved your data on and then continue the wizard to create the table in Access.
- Go to Design View then change any fields data type and properties that are needed in order to match the data that you have in the table.
- Create and save two queries that use at least one criteria each and are sorted in some way. Create and save another query that creates a total (sum or average).
- E-mail me your access file.

Word Processing Module – Printed

Word Assignment: *Read:* Microsoft Office - Word Project 1 and 2
Computer Concepts Unit F

- Choose a topic from the Computer Concepts Unit F and create a research paper using the Concepts book as one reference and a web site as a second reference. This paper should be at least one full page (double spaced).
- Create the research paper according to the MLA documentation style described in the second Word chapter for margins, line spacing, font size, work cited page, header... (there are several examples shown in that chapter).
- The MLA requires a specific header at the right margin and you should also include my required header and footer.
- After the last paragraph of text, before the work cited page, insert a table containing a list of application software categories and their use (example: word processing, spreadsheets....). Use a heading row in the table with the headings of “Category” and “Software Use”. The table should then be formatted to Classic 1 style and single spaced.
- Put your two references on the Work Cited page, format and sort the references. After your last reference, on a blank line, insert a clipart of a computer and size it to 25% of its original size.
- Your finished product will be on multiple pages. Print the paper.

Presentation Graphics Module – On Disk

Read: Microsoft Office – PowerPoint Project 1 and 2

- Using the topic covered in your Word paper, create a presentation that is at least 5 slides in length.
- Use whichever template design you want.
- You must use each of the following four slide layouts (at least one time each) then you can use any other layouts you wish: Title Slide, Bulleted List, 2 Column Text and Text & Clip Art
- On the Title Slide, include your name and the section number as the sub-title. The section number should be a smaller font than your name. Bold and Italicize your name.
- Be sure to save the file to your disk often so that you do not lose your information.
- On at least your 2 column text slide, you must use at least three levels of bullets.
- On one slide, double space at least one paragraph.
- On all of the slides, change the first level bullet to a picture of a disk (from the Wingdings Font).
- On all of the slides, change the Title Font color to a shade of green.
- Choose one slide and change the background color to something other than what it was originally.
- Include a header/footer on all slides that contains the date, your name, and the slide number.
- Relocate your title slide to the end of the presentation.
- Add an appropriate clipart to your Text & Clipart slide.
- Choose one transition style and apply it to all of the slides.
- On your 2 Column Text slide, apply a build effect (custom animation) that is grouped by THE 1st level bullets. Apply to both columns of text.
- Spell check your presentation.
- This assignment is NOT printed. When you are all finished, turn in your disk for grading. Make sure your name and the file name are written on the label of the disk.