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CS 205-08: Introduction to Computers and Office Productivity Software

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Wright State University - Main Campus

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CS205 COURSE SYLLABUS – Section 08 only

Introduction to Computers and Office Productivity Software

Instructor: Kim Gros

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361-8077 or 306-5472

Course Description:

Focus on learning MS Office software applications including word processing (intermediate), spreadsheets, database and presentation graphics using a case study approach where critical thinking and problem solving skills are required. Computer concepts are integrated throughout the course to provide an understanding of the basics of computing, the latest technological advances and how they are used in industry. Ethics and issues encountered in business are discussed to challenge students on societal impact of technology.

Credit Hours: 4 quarter hours

Course Goals:

1. To understand the fundamentals of computing so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions.
3. To be aware of the latest technologies and their application to organizations.
4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions

Course Objectives:

1. To integrate computer concepts topics with software application tasks so students understand the concepts underlying the application and can make informed decisions regarding the selection of an application to solve a particular business problem.
2. To understand the fundamentals of computing such as how a computer works, the components of the system unit, the differences between operating system and application software and the importance of security and data protection to provide a broad understanding of technology and its impact on business.
3. To develop strategies for organizing and managing files using the current operating system.
4. To learn desktop publishing and mail merge features including inserting hyperlinks, setting columns, creating tables, editing graphics and other sophisticated word processing features to maximize productivity.
5. To use statistical, financial and logical spreadsheet functions and formulas and other decision support tools to analyze data and solve problems using real world cases and scenarios.
6. To select and create graphs and chart that accurately represent data.
7. To understand how to create a database that eliminates data redundancy and ensures data integrity and how to access and present information from the database.
8. To be able to import and export data across multiple applications by evaluating data and choosing the best combination of applications to present the data.
9. To design visually appealing presentations that present data effectively and in the most appropriate format to convey the intended message.

Course Format:

A combination of lecture and lab activities will be used during class. Typically, the first part of the class will be dedicated to lecture and the remainder of the class will be used to complete lab-based assignments. A training CD is available to provide supplemental task based instruction. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

Course-Prerequisites:

None, however a basic understanding of computers and word processing (as acquired in high school) is assumed. A list of these assumed known skills will be provided.

Books:

New Perspectives Microsoft Office 2003 Premium Edition, Shaffer, Ruffalo, Thompson Publishing, 2007, ISBN 1-4188-6076-X.(NP)

SAM Assessment CD – used for training and testing.

All materials are required.

Materials Needed:

Some type of storage media (we will provide a blank diskette if needed) – University network is not always available to retrieve your saved files – bring them to class on a storage media

Course Grading and Evaluation:

Each topic will include 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.**

Attendance	20 Points
Homework	135 Points
Unannounced quizzes	50 Points
(6 administered – keep the 5 best scores) – NO MAKEUP QUIZZES	
Exam 1	65 Points
(Word, PowerPoint and Misc. Concepts Topics)	
Exam 2	65 Points
	(Excel)
Exam 3	65 Points
	(Access)

Exams MUST be taken on the scheduled day. If for emergency reason, you can not make the scheduled exam, it is your responsibility to contact me by phone before the test or as soon as possible after. I should hear from you before the next class day in order to schedule a makeup exam. You should be prepared to provide supporting documentation regarding the reason you missed the exam.

You will be required to show a picture ID at the time of the exam. Attendance will only count if you sign in on the day of class (or took the quiz or exam). You must complete a minimum of 60% of the assignments for each module to pass the course.

I am offering Extra Credit work at the end of the quarter worth 15 points.

We will use the following grade scale.

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

Lab Hours:

You will not finish your assignments during class time and may use the labs in the library annex or 152C Russ Eng building. The lab here in 320 Oelman will be open and staffed with TA's during the following hours (starting the second week of classes)

Monday and Wednesday	12:30 – 1:30 p.m.
Sunday	2:00 – 4:00 p.m.

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.

Student Disabilities:

Students with documented disabilities that require physical or academic accommodations must contact their Instructor during the first week of classes. To receive more information or to apply for services, contact the Office of Disability Services.

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/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/cwis/policies/itpolicy.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 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.
- 13) Do NOT attempt to correct printer problems yourself, including paper out or paper jam problems.
- 14) Do NOT print during lectures

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.

SAM2003

This program will be used for two of the exams, several quizzes and some homework

- Log on to the WSU network
- Open SAM 2003 from the WSU desktop
- Click on New User
- Our Institution code is S3675503
- Enter your unique Key Code – case sensitive
- Set up User Profile (use a login and password that is different then your normal WSU login, since this can be seen by the instructor. If you forget it later, I can look it up for you)
- Join our section

SAM 2003 Training Companion for New Perspectives

- this program is used to learn (or reinforce) the prerequisite skills that you are expected to know
- a list of the assumed basic skills are listed above
- we will also have at least one homework assignment from this software

This software is run from the CD.

- Insert the CD into the computer. It should automatically start the program (if not, Click on the Start button, click on Run and type in d:\SAM2003TrainingCompanion.exe then click OK).
- You will need to agree to the license statement.
- Type in your first and last name (as you want it to print on the results report) and Section 08
- You can use the drop down lists at the top of the screen to narrow down the categories you want to see. Mark any of the skills you want to work on then click on Launch
- The lower right of the screen has your options
 - o Prepare – Written instructions for this task, a list of different ways that the task can be performed (click on the list item to show the steps) and a real world example of why you might use this skill
 - o Practice – The computer will step you thru the skill while in a sample of the program
 - o Apply – This is where you must go to complete the skill task on your own. Until you make this choice and correctly complete the skill, it will not appear on the results report.
- When you are finished with the tasks you can print the results in the upper right of the program. Your results will not be saved when you leave the program so be sure to print the results if it is a homework assignment.

Assumed basic skill sets include:

Windows XP Operating System

- start a computer running windows and logoff/shutdown the computer
- use the Start menu to run software programs and switch between them
- manipulate windows
- access the Help system
- navigate using Windows Explorer and My Computer
- manage Recycle Bin

Browser and E-mail Basics

- open a web page using a browser such as Internet Explorer
- navigate to links on web pages
- use bookmarks and organize favorites
- create, read, reply and forward e-mails
- add an attachment to an e-mail

Common Office Features:

- start a software application including minimizing, maximizing and restoring a window
- switch between applications and files
- open an existing document, create a new document
- print a file
- close a file

Word Tutorial 1

- open, close documents
- insert and manipulate text
- display formatting marks, insert text
- change font type and size and apply formatting such as boldface, italics, underlining, and text alignment

Word Tutorial 2

- spell check, grammar check
- use clipboard to copy and past text
- align and format text
- create hanging indent
- insert comments

Word Tutorial 3

- set tabs and margins
- insert page breaks and page numbers
- create headers and footer
- create and format tables
- use various document views