Wright State University

CORE Scholar

Fall 2012

CS 1010: Introduction to Computers and Office Productivity Software

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COURSE SYLLABUS

CS1010 - Introduction to Computers and Office Productivity Software

Fall Semester 2012

General Course Information

Instructor:	Terri Bauer
E-mail:	terri.bauer@wright.edu

DO NOT USE PILOT EMAIL

Classroom:	320 Oelman
Web site:	http://pilot.wright.edu
Prerequisites:	No course pre-requisites, however a basic understanding of computers and word processing - as acquired in high school - is assumed.
Credit Hours:	4 Quarter Hours
Textbook:	New Perspectives Microsoft Office 2010 First Course

ISBN: 978-0-538-7463-3

SAM Assessment and Projects Software – comes bundled with book
Must Have Your Own Copy – Can Not Be Shared

Course Description
Focus on learning MS Office software applications including intermediate word processing, 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.

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 Format
A combination of lecture, demonstration 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. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

The following software is used in the 320 Oelman lab:

- Microsoft Windows 7 Operating System
- Microsoft Office 2010 Professional Suite
- Internet Explorer

Files submitted for grading must be in the correct format.

The course is divided into 7 modules:

1) Computer Concepts
2) Windows File Management
3) Word Processing
4) Spreadsheet
5) Database
6) Presentation Graphics Software
7) Integration

Additional Materials
Flash Drive or writeable CD disk - to save your files.
Course Slides, Reference material found on WebCT

Grading and Evaluation Criteria
The following tentative scale will be used to calculate your grade:
90 – 100 %   A
80 - 89 %   B
70 – 79 %   C
60 – 69 %   D
59 and below F

Students must earn a minimum grade of 60 % on each module to pass the course – as discussed by your Instructor.

Assignment and Exam Policy

Assignments and Exams are to be completed by the dates published on the due date sheet. Late assignments will lose one point for every class day that they are late. Assignments will not be accespted after the corresponding exam. No makeup exams will be given without prior notification and documentation.

Students with Disabilities

Students with special needs should make the Instructor aware of any adaptations needed to complete this course during the first week of class.

Backup Policy

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

Classroom Policies and Guidelines for 320 Oelman

1) Any data save to the local hard drive will be deleted upon reboot. Save you data to a portable external drive such as a flash drive.

2) Academic Integrity

   It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students**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 complete listing of the Academic Integrity Guidelines. http://www.wright.edu/students/judicial/stu_integrity.html

3) The printers are to be used for course assignments only. Do not print an assignment or any other document unless instructed to do so by your Instructor. For printed assignments print 1 copy only – check the print preview first.

4) 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.

5) When finished working on your PC, shut it down. Please be sure to turn off both the monitor and the processing unit.

6) Notify the Instructor or Student Worker of any hardware problems.

<u>Using PCs in 320 Oelman</u>

To Log on the computers: Turn on Monitor and PC. Follow instructions on screen. (CTRL-ALT-DEL). Enter ecslogon. There is no password.

Assignments/Reading/Tests

> **All Assignments are due on the date provided on Due Date Sheet. Late assignments will have a deduction of 1 pt for every class day that has passed since the due date. Absolutely no assignments will be accepted 1 week after the Due Date.**

> **For all assignments submitted through SAM, you have 3 submission attempts as discussed in class**

Assignments are to be submitted through Pilot or SAM

Computer Concepts Assignment: (10 pts):
      Read: Essential Introduction to Computers chapter p. ecc1 – ecc33.
      Do: Quiz given in class

Windows and File Management (10 pts)
      Read and perform all steps in Exploring the Basics of Microsoft Windows 7 and Managing your Files
      Do: File Management Assignment (handout)
      Submit completed assignment in Pilot

** We are not covering Word Chapter 1 in class. We begin with Chapter 2. If you do not have experience with Word basics, please review the concepts in Word chapter 1.**

Word Assignment 1 (10 pts):
      Read and perform all steps in Word Tutorial 2
      Do: Word 1 Assignment (SAM)
Word Assignment 2 (10 pts):
      Read and perform all steps in Word Tutorial 3
      Do: Word 2 Assignment (SAM)
Word Assignment 3 (10 pts):
      Read and perform all steps in Word Tutorial 4
      Do Word 3 Assignment (SAM)

Excel 1 (10 pts):
      Read and perform all steps in Excel Tutorial 1
      Do: Excel Assignment 1 (SAM assignment)
Excel 2 (10 pts):
      Read and perform all steps in Excel Tutorial 2
      Do: Excel 2 Assignment (SAM assignment)

<u>Excel 3 (10 pts):</u>
        Read and perform all steps in Excel Tutorial 3
        Do: Case Problem 2, EX165 – EX166
           Submit assignment file in Pilot

<u>Excel 4 (10 pts):</u>
        Read and perform all steps in Excel Tutorial 4
        Do: Excel 4 Assignment (SAM assignment)

Exam 1 covers Word & Excel (100 pts) – Picture ID is required to take exam

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*** The Access tutorial lessons are cumulative. After each lesson, you should create a backup copy of the Belmont file, before starting the next tutorial ***

<u>Access 1</u>
        Read and perform all steps in Access Tutorial 1
        Do: Access Assignment 1 (SAM)
<u>Access 2</u>
        Read and perform all steps in Access Tutorial 2
        Do: Access Assignment 2 (SAM)
<u>Access 3</u>
        Read and perform all steps in Access Tutorial 3
        Do: Access Assignment 3 (SAM)
<u>Access 4</u>
        Read and perform all steps in Access Tutorial 4
        Do: Access Assignment 4 (SAM)

** We are not covering Powerpoint Chapter 1 in class. We are only covering Chapter 2. If you do not have experience with Powerpoint basics, please review the concepts in Powerpoint tutorial 1**

<u>Powerpoint Assignment (10 pts):</u>

        Read and perform all steps in PowerPoint tutorial 2
        Do: Powerpoint Assignment 1 (SAM)

<u>Integration Assignment (10 pts):</u>

        Read and perform all steps in Integration Chapter
        Do: Integration Review Assignment (INT47) and submit to Pilot

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Exam 2 covers Access and Powerpoint (100 pts) – Picture ID is required to take exam