

Spring 2012

CS 205-07: Introduction to Computers and Office Productivity Software

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COURSE SYLLABUS

CS 205 – 07 Introduction to Computers and Office Productivity Software

Spring, 2012

General Course Information

Instructor: John Herzog

E-mail: jherzog72@yahoo.com **IF YOU DON'T GET A RESPONSE TO YOUR E-MAIL, CALL ME AT 937-390-9169 (HOME) or 937-206-3423 (CELL)!!!!**

Class Times: 12:20-2:10 pm, T, Th

Classroom: 320 Oelman

Office Hours: 7:15-8:00 pm T, Th 160 Russ Center

Web site: <http://pilot.wright.edu> (Pilot) and SAM Testing/Assignment Center
<http://sam2007.course.com>

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 Premium Edition, Shaffer, Ruffalo, Thompson Publishing

SAM Assessment and Projects Software (Office 2010) – as specified by section.

**PLEASE NOTE THAT WHEN YOU INSTALL SAM THE WSU INSTITUTION KEY IS:
T2025575**

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 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, 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 Oleman lab:

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

Files submitted for grading must be in the correct format.

The course is divided into 6 modules:

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

- 1) Computer Concepts
- 2) Word Processing
- 3) Spreadsheets
- 4) Database
- 5) Presentation Graphics Software

Additional Materials

Flash Drive - to save your files.

Course Slides, Reference material found on Pilot

Grading and Evaluation Criteria

The following scale will be used to calculate your grade:

90 – 100 %	A
80 -- 89 %	B
70 – 79 %	C
60 – 69 %	D
59 and below	F

Module 1: Homework/File Management Training

(25% of Final Grade)

Module 2: Exam 1

(25% of Final Grade)

Module 3: Exam 2

(25% of Final Grade)

Module 4: Exam 3

(25% of Final Grade)

Assignment and Exam Policy

Any student who does not purchase the SAM testing system will be unable to pass this course. If you do not purchase it by the first scheduled test you will have to take a zero for that test.

AT NO TIME DURING A TEST MAY A STUDENT:

- a. Go on the internet.
- b. Look at the screen of the students on either side of them.
- c. Talk to the students of either side of them or ask them questions.
- d. Use or even view a cell phone (and all cell phones must be off).
- e. Put hands below the desks.
- f. Look at notes in back packs or books.

Assignments: Assignments for File Management, Word, Excel, Access and PowerPoint are due on the test day of those subjects. Assignments are penalized 1 point for each class day late.

Tests: No make up tests given unless there is a case of sickness, death in the family or emergency as deemed relevant by the instructor. Students must be prepared to show documentation in such instances.

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

- 1) Any data saved to the local hard drive will be deleted upon reboot. Save your 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. It is permissible for students to “assist” fellow students verbally in working assignments. **The following requirements 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

The following is defined as cheating with homework:

- 1) Copying a file and putting your name on the file, even if you have helped another create that file. As mentioned above you must do your own work.
- 2) Failure to create/modify your own file from scratch, or when required to download a file from Pilot for modification, failure for a student to download their own individual file and making their own changes. You must do ALL of the tasks required YOURSELF.
- 3) One person creating a file and then uploading that file repeatedly to Pilot or SAM using others' accounts thus falsely giving the impression that the others created the file from scratch or made the modifications.

The following is defined as cheating on a test:

- 1) Talking to the person next to you at any time during a test.
- 2) Being on the internet or e-mail during the test unless asked to go on the web by the instructor.
- 3) Placing your hands below the countertop during an exam.
- 4) E-mailing a student who is outside the classroom during a test.
- 5) Any viewing whatsoever of a cell phone

3) Responsible Use of Information Technology

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

- 4) The printers are to be used for course assignment results only. DO NOT PRINT ASSIGNMENTS FOR OTHER CLASSES!!!!!!!!!!!!
- 5) Do not use the computers during the lecture, unless instructed to do so by the instructor. YOU SHOULD NOT BE WORKING ON HOMEWORK OR ON THE INTERNET DURING LECTURE. IF YOU DO, YOU WILL BE GIVEN A WARNING. IF YOU VIOLATE THIS RULE A SECOND TIME, YOU WILL NO LONGER BE ELIGIBLE FOR ASSISTANCE DURING THE LECTURE. If you choose to ignore the lecture by doing other things, and then later stop the lecture to get caught up, it is not fair to the other students who are in fact engaged in the class lecture.
- 6) When finished working on your PC, shut it down. Please be sure to turn off both the monitor and the processing unit.
- 7) No eating, smoking, drinking or chewing gum in the classroom. Damage to the equipment as a result of violation of this rule could result in being removed from that class and you may be required to pay damages.
- 8) Notify the Instructor or Student Worker of any hardware problems.
- 9) Do NOT talk to anyone but the TA's or the instructor during lectures. It is distracting and the instructor will assume you are having troubles. All questions should be addressed to the TA's and instructor.

Topics Covered by Week

Week		Topic	Assignment
1	Tue 3/27 Thu 3/29	Course Overview - Introduction to Computers File Management(Windows) The Internet and WWW(overview) The Components of a System Unit Input and Output	
2	Tue 4/3 Thu 4/5	Application Software(Overview) Desktop Publishing and Mail Merge using Word Operating Systems and Utility Programs Finish word processing/lab time. Exam 1 Review Exam 1	
3	Tue 4/10 Thu 4/12	Using Excel to Manage Data Working with Formulas and Functions	
4	Tue 4/17 Thu 4/19	Develop a Professional-Looking Worksheet Computer Security Ethics and Privacy Working with Charts and Graphs	
5	Tue 4/24 Thu 4/26	Wrap Up Review	
6	Tue 5/1 Thu 5/3	Exam 2 Introduction to MS Access/Database Management	FILE MANAGEMENT TRAINING, WORD AND EXCEL HOMEWORK/TRAINING ARE DUE ON TUESDAY OF THIS WEEK!!!!!!!!!!
7	Tue 5/8 Thu 5/10	Creating and Maintaining a Database And Table Relationships Querying a Database	
8	Tue 5/15 Thu 5/17	Creating Forms and Reports Data Storage	
9	Tue 5/22 Thu 5/24	Creating Reports, And Action Queries, and Referential Integrity MS PowerPoint-Integrating Word, Excel and Access and	
10	Tue 5/29 Thu 5/31	Access/PowerPoint Concepts Wrap Up, Test Review Final Exam	ON TUESDAY OF THIS WEEK, YOU MUST RECONILE YOUR STANDING WITH THE OUR RECORDS WHETHER YOU THINK YOU NEED IT OR NOT! ACCESS AND POWERPOINT HOMEWORK DUE ON THURSDAY OF THIS WEEK!!!!!! NO LATE HOMEWORK WILL ACCEPTED.