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CS 205-01: Introduction to Computers and Office Productivity Software 2007

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Wright State University - Main Campus

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CS 205 A01**Introduction to Computers and Office Productivity Software 2007**

MTWR 6:05-7:45 PM, June 15-July 16, 2009, Room 320 Oelman

Contact information for Instructor M. K. Reynolds

Name:	M. Kathryn Reynolds	Office:	303 Russ
Preferred method of contact:	Use WebCT e-mail. Put the assignment # in the subject line.	Office Hours:	By appointment only

Course Description

Focus on learning MS Office software applications including word processing (intermediate), spreadsheets, databases, 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 Format

A combination of lecture and lab activities will be used during class. Web-based activities and interactive labs provide material reinforcement and alternative methods to learning. Students will submit assignments and exams as specified by the instructor.

Credit Hours

4 quarter hours

Course Goals

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

Required Reading Material

New Perspectives Microsoft Office 2007 Windows XP Edition, Shaffer, Ruffolo, et al. Thompson Publishing, 2008, ISBN 13: 978-1-4239-0577-6 OR *New Perspectives on Microsoft Office 2007, First Course, Premium Video Edition, 1st Edition*

Objectives

- To integrate computer concepts topics with software application tasks, so students understand the concepts underlying the application and can select applications to

solve a particular business problem.

- ☒ 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.
- ☒ To develop strategies for organizing and managing files using the current operating system.
- ☒ To learn desktop-publishing and mail-merge features including inserting hyperlinks, setting columns, creating tables, editing graphics and other sophisticated word-processing features.
- ☒ 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.
- ☒ To select and create graphs and chart that accurately represent data.
- ☒ 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.
- ☒ 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.
- ☒ To design visually appealing presentations that present data effectively and in the most appropriate format to convey the intended message.

Requirements, Grading and Policies

See also the section on the 60/60 rule below.

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

The grade breakdown is as follows: A=420–376 pts., B=375–339 pts., C=339–297 pts., D=296–257 pts., F=below 257 pts.

12 Assignments	
worth 10 pts. each	120 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Total:	420 points

You **must** use Office 2007, so that the application assignments are in the correct format. If you choose not to purchase and install Office 2007 on your home computer (from CaTS), use the computers in the lab or the library to complete your work.

Do quality work! Neatness, spelling, grammar, typographical errors, and not following instructions all affect assignment scores. It is important that you use the available lab time during class. You may easily fall behind if you do not work on your assignments during lab times. Please feel free to ask any questions regarding the labs and/or assignments.

THE 60/60 Rule – EXTREMELY Important!

Each module must be completed with a minimum of 60% in order to pass the course!

Modules include:

- ☒ Module 1: Computer Concepts – Assignment 1

Note: If you score fewer than 6 points on this assignment, you automatically fail the course!

- ☒ Module 2: Word – Assignments 2, 3

Note: If you miss one or both of these assignments, you automatically fail the course!

- ☒ Module 3: Excel – Assignments 4, 5, 6, 7

Note: Do the math! Can you really afford to miss one of these? What if you don't do well on the others?

- ☒ Module 4: PowerPoint – Assignment 8

Note: If you score fewer than 6 points on this assignment, you automatically fail the course!

- ☒ Module 5: Access – Assignments 9, 10, 11, 12

Warning! These assignments all use the file that you create in assignment 9.

Homework and Assignments

In addition to lab assignments, your homework includes reading the assigned chapters and/or handouts, and completing the assigned exercises. The master list of assignments is published on the Discussions board of WebCT.

Course Schedule

CS 205 09 Course Schedule <i>Spring 2009</i>		
Date	Lecture/Lab	Assignment –
6-15	Review syllabus, other course information	See Master List of Assignments & Deadlines in WebCT Discussions for exact assignment, filenames & page numbers
6-16	Essential Computer Concepts chapter	
6-17	Concepts continued, Browser & E-mail Basics	
6-18	File management, Word Tutorial 2	Assignment 1 due (Concepts, BEB)
6-22	Word Tutorial 3	Assignment 2 due (Word Tutorial 2, 3)
6-23	Word Tutorial 4	Assignment 3 due (Word Tutorial 3, 4)
6-24	Exam 1 – Concepts & Word	
6-25	Excel Tutorial 1	
6-29	Excel Tutorial 2	Assignment 4 due (Excel Tutorial 1)
6-30	Excel Tutorial 3	Assignment 5 due (Excel Tutorial 2)
7-1	Excel Tutorial 4	Assignment 6 due (Excel Tutorial 3)
7-2	PowerPoint Tutorial 1 & 2	Assignment 7 due (Excel Tutorial 4)
7-6	Exam 2 – Excel & PowerPoint	Assignment 8 due (PowerPoint Tutorials 1 & 2)
7-7	Access Tutorial 1	
7-8	Access Tutorial 2	Assignment 9 due (Access Tutorial 1)
7-9	Access Tutorial 3	Assignment 10 due (Access Tutorial 2)
7-13	Access Tutorial 4	
7-14	Lab	Assignment 11 due (Access Tutorial 3)
7-15	Lab	Assignment 12 due (Access Tutorial 4)
7-16	Exam 3 – Access	Extra Credit Assignment due (Integration)

Late Work Policy

Assignments are due by the date and time published in the master list of assignments. You have until 11:55 p.m. on the day of the deadline. For example, if the assignment is due July 2, you must submit the assignment by 11:55 (5 minutes before midnight) on July 2nd.

Late assignments will have 1 point deducted from the total score for each calendar day it is late, with a final cutoff 3 days after the deadline. For example, suppose the assignment is due July 2nd by 11:55 p.m. and you submit the file on July 3rd at 12:01 a.m. Your file is graded and your score is 8.5. The grader will then deduct 1 point for the late submission, so that your final score is 7.5. If you were to submit the file on July 4th, your final score would be 6.5. The last possible day to submit would be July 5th.

You may only submit your assignment *one time*. Therefore, make sure that you upload all files for the assignment *before* you click the submit button.

Makeup Exams

No make-up quiz/exam will be given without an officially documented illness or emergency!

Plagiarism/Academic Dishonesty

Academic dishonesty of any kind will not be tolerated in this course. As outlined in the student handbook, any student caught cheating, copying files, etc. will receive a minimum punishment of a zero for the assignment. If the other student involved is enrolled in this class, s/he will also receive a zero.

Repeated or flagrant violations will be punished more severely.

Class Attendance

Class attendance is crucial!

- Classes may be subject to last-minute changes that you will be aware of only if you attend.
- Any questions about the assignments that may arise can be answered during class time.
- If you do not attend, you will not benefit from the help and advice of your instructor.

Policy Revisions

The instructor reserves the right to make any changes to the syllabus. Students will be notified of changes during class and via the WebCT discussion feature.

Saving Your Work

A storage medium is *required* for this course. You are responsible for saving your work on a diskette, USB flash drive, or student shared drive. DO NOT save files on the lab computer's drives, as they will automatically be deleted. It is always wise to back up your work.

Course Pre-requisites/Skills

The majority of students enrolled in CS 205 possess basic computer skills learned either in high school or on the job. The assumed basic skill set includes the following:

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
- basics of file management including copying, renaming, moving and deleting files and creating folders

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

Source Files for Tutorials, Review Exercises, and Case Problems

You may download source files from U drive on the network in the lab (the U drive is not available elsewhere on campus), or you may download them from the website:

<http://www.course.com/newperspectives/>

If you choose to download them from the Course Technologies website, I recommend that you download the files to a flash drive. On the website, locate the picture of your textbook and click it. Then click the Download Student Files link on the left side of the page. When downloading the source files from the website, you will receive many more files than you will actually use; on the plus side, the files will be organized exactly as they are presented in the textbook, which may make it easier for you to navigate among them.

CS 205 Proficiency Exam

There is a proficiency exam available, if you feel that you already have the requisite skills and knowledge presented in this course. See the instructor more information.