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Summer 2009

CS 205: Introduction to Computers and Office Productivity Software

Karen Meyer

Wright State University - Main Campus, karen.meyer@wright.edu

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CS205-B90 Course Syllabus

Introduction to Computers and Office Productivity Software

Summer 2009, *Distance Pilot Section*

Instructor Information:

Karen Meyer, Senior Lecturer, Department of Computer Science and Engineering, Wright State University

Telephone: (937)775-5131

e-mail: karen.meyer@wright.edu (please contact me via e-mail, I do not check WebCT mail as frequently)

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.

Course Format:

Distance using WebCT, SAM Projects 4.0 and SAM Assessment 4.0.

Two exams will be given. **You must be present in 320 Oelman on the assigned dates to take the exams.**

Credit Hours: 4 quarter hours

Course-Prerequisites: None, however a basic understanding of computers and word processing (as acquired in high school) is assumed.

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.

Required Text and Software : New Perspectives Microsoft Office 2007 , Premium Video Edition , First Course, Course Technology Cengage Learning. The book is provided and must be returned on the last day of the course. If the book is not returned, you will not receive a grade for the course. SAM Assessment Software and Project keys will also be provided.

You must have a copy of MSOffice 2007 to complete the case projects. The operating system exam questions are based on Windows XP.

Materials Required: Book, Software License key.

Students with 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.

Exams MUST be taken on the scheduled day. If an emergency prevents you from taking the exam on the scheduled day, it is your responsibility to contact me by phone (937)775-5131 or email me before the test or as soon as possible afterward. You should be prepared to provide supporting documentation for your absence.

There is a 24 hour open lab in 152C Russ (no TA available)

Laboratory Policies for 320 Oelman

- 1) **You are responsible for doing your own work. You are not to make copies of files for other students or accept files from other students. 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>**
- 2) Refer to the following web site for a complete listing of Responsible Use of Information Technology Guidelines for the rules of Internet use at the University. <http://www.wright.edu/cwis/policies/itpolicy/itpolicy.html>
- 3) You are responsible for saving your work to your personal disk storage system. Do not save anything to the hard drive on the PC. Files saved to the hard drive will be automatically deleted upon reboot.
- 4) **The printers are to be used for CS205 assignments only.**
- 5) Do not move computers or equipment.
- 6) When finished working on your PC, shut it down (using icon on the screen). Please be sure to turn off both the monitor and the processing unit.

- 7) Notify the instructor or TA of any hardware malfunction.
- 8) **Do Not Print during lectures/exams.**

Assignments/Reading/Tests

Note that the tutorial files required to complete the non-Project cases can be downloaded from the Course Technology website. See page v.

Computer Concepts Assignment

Read: Office 2007, Essential Computer Concepts chapter p. EC1-32
Do: Review Questions, p EC35 – EC37. Do not turn in.

Windows and File Management

Read: Office 2007, XP1-36

Browser and Email Basics: (optional, if you need help with this subject, not on exam)

Read: Office 2007, BEB1 – BEB17

Getting Started with Microsoft Office 2007

Read: Office 2007, Off1 – Off29
Do: No assignment

Word Processing Assignment (10 pts):

Read: Office 2007 Word Chapters 1, 2, 3 & 4 (pp.WD1 – WD187)
Do: **Word Tutorial 4: Case Problem 1, pp. SAM 15-17 (Projects)**

Excel Assignment 1 (10 pts):

Read: Office 2007 Excel Chapter 1 (pp EX1 – EX47)
Do: **Excel Tutorial : Case Problem 1, pp. SAM 18-21 (Projects)**

Excel Assignment 2 (10 pts):

Read: Office 2007 Excel Chapter 2 (pp. EX57 – EX100)
Do: **Excel Tutorial 2: Case Problem 1, pp. SAM 22- 24 (Projects)**

Excel Assignment 3 (10 pts):

Read: Office 2007 Excel Chapter 3 (pp. EX113 – EX205)
Do: **Excel Tutorial 3: Case Problem 1, pp SAM 25-27 (Projects)**

Excel Assignment 4 (10 pts):

Read: Office 2007 Excel Chapter 4 (pp. EX161 – EX206)
Do: **Excel Tutorial 4: Case Problem 1, pp SAM 28-31 (Projects)**

Exam 1 covers Concepts, File Management, Word and Excel (100 pts)

Access Assignment (40 pts):

- 1) Read and perform all steps in Access Tutorial 1 (AC1 – AC35)
- 2) Read and perform all steps in Access Tutorial 2 (AC45 – AC57)
- 3) Read and perform all steps in Access Tutorial 3 (AC90 – AC143)
- 4) Read and perform all steps in Access Tutorial 4 (AC153 – AC189)

Do: Access Capstone Project 1, pp. CAP 14-17

******Note that this project is not submitted through Projects. Submit your files through WebCT Assignments.**

PowerPoint Assignment (10 pts):

- 1) Read and perform all steps in PowerPoint tutorials 1& 2, pp PPT1-77,
Tutorial files needed:
Tutorial 1) PlanTemp.potx, Sales.pptx
Tutorial 2) Alaska.pptx, AKPanel.jpg, AKRibbon.jpg, Ship.jpg, Glacier.jpg
Do: Powerpoint Tutorial 2: Case Problem 1, pp. SAM 35-38 (Projects)
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Exam 2 covers Access and PowerPoint (100 pts)

Soft Points using WebCT Discussion:

You have the opportunity to earn soft points (extra credit) by participating in the Discussion Postings on WebCT. Respond to a question under a topic of your choice.

Guidelines and Rules:

1. **You may not exceed the maximum number of postings.** This number is in parenthesis next to the topic and in the body of the message. Example: Describe cloud computing (2). This means that only 2 people may answer this question.
2. You should build on other students' comments if possible. You will not be given credit for reiterating the same material.
3. To earn credit, the comments must enhance the discussion list.
4. **To earn credit, you must respond to at least 3 questions on 2 different topics.**

CS205-B90 Summer 2009 Assignment Due Dates and Exam Dates
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<u>Assignment/Exam</u>	<u>Due Date</u>
Computer Concepts	Jul 22(do assignment, nothing to turn in)
File Management	Jul 23 (do assignment, nothing to turn in)
Word	Jul 27 at midnight
Excel	Aug 4 at midnight
Exam 1	Aug 6
Access	Aug 15 at 5:00 PM, Submit through WebCT
Power Point	Aug 16 at midnight
Discussion Posts	Aug 16 at midnight
Exam 2	Aug 18 Turn in book

Exams are taken IN Class at 12:20 PM – 2:00 PM

All assignments for each module are due on the same day. Early assignments are happily accepted.

Assignments:

All assignments must be completed and turned in by the date specified. No work will be accepted after the assigned dates unless prior arrangements have been made with the instructor. All work turned in late for any reason will lose points for each class day it is late. **Absolutely no assignments will be accepted after the corresponding exam.**

Grades are regularly posted to WebCT. You are responsible for checking to make sure your grades were recorded correctly
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