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

Kim Gros
Wright State University - Main Campus

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CS205 COURSE SYLLABUS – <u>Section 08 only</u>

Introduction to Computers and Office Productivity Software

Instructor: Kim Gros

kgros@hcst.net

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.

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.

Book:
New Perspectives Microsoft Office 2007 Windows XP Edition, First Course, Shaffer, Ruffalo, Thompson Publishing, 2008, ISBN 1-4239-0577-6188.(NP)

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. You must complete a minimum of 60% of the assignments for each module to pass the course.**

Topic	Points	Comments
Attendance	20 Points	
Homework	135 Points	
Unannounced quizzes	50 Points	6 quizzes are administered – keep the 5 best scores NO MAKEUP QUIZZES
Exam 1	65 Points	Word, PowerPoint and Concepts
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).**
- I am offering Extra Credit work at the end of the quarter worth 15 points.
- We will use the following grade scale.

<div align="center">

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

</div>

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). Office 2007 is for sale at a discounted price thru the University if you want to install it at home.

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 personal storage device.. *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 will not be recoverable after you log out. 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 me 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 Guidelin· for the rules on Internet use at the university. http://www.wright.edu/cwis/policies/itpolicy.html

4) Label all storage devices (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 SHOUL NOT BE WORKING ON HOMEWORK DURING LECTURE.**

6) You are responsible for saving your work to your personal storage device, not to the C drive (hard drive) on th computers. If you save your files to the C drive, they will 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 · 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 processi. 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 >= 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.

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
- 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, and close a file

Word
- open, close documents
- insert and manipulate text
- display formatting marks
- change font type and size and apply formatting such as boldface, italics, underlining, and text alignment
- spell check, grammar check
- use clipboard to copy and paste text
- create hanging indent, set tabs and margins
- insert comments

Some assignments require starting data files. All of the data files from the textbook can be downloaded from www.course.com. On the website, in the upper right corner, search for your book by title or ISBN. Once on the book's page, in the upper left side, choose student downloads. The smaller number of just the files we will use for your homework can be found on WebCT or copied from the network in 320 O.

Homework Assignments for Section 8

Computer Concepts Module

Assignment 1: **(6 points)**

 Read: Essential Computer Concepts

 Do: Review Questions 1-30 on page EC35-37 (answered can be handwritten or printed)

Assignment 2: **(4 points)**

 Read: "Browser and E-mail Basics" and "Getting Started with Microsoft Office 2007"

 Do:

Go to www.dell.com and choose a computer system to "purchase". Continue on the site and customize the computer to fit your individual needs. When you have finished the customized choices and have a new price calculated, print the web page. On the printout, put your name at the top and next to each customized choice explain why you made that selection.

(I suggest that you go to Microsoft.com and download the Interactive Command Reference Guide for Word, Excel and PowerPoint for future reference)

Word Processing Module

Word Assignment 1: **(5 points)**

 Read: Word Tutorial 1 (pages WD6-9, WD25-31, WD33-35)

 Word Tutorial 2 (pages WD54-63)

 Word Tutorial 3 (pages WD98-115, 124-137)

 Do: Case Problem 1 on page WD139-140

You will need the data files Textiles.docx from the network, Web CT or downloaded from www.course.com

- In step 1, save the file anywhere on your storage device
- Skip steps 5 and 6
- In step 7, the insertion point for the table is at the end of the document
- In step 13, add the words "Section 8" after your name.
- After you finish step 14, move the insertion point to the end of the document, insert a page break and insert a SmartArt graphic in the new page. In the Process category, select the Upward Arrow graphic. Enter the text **Hire Networking Firm, Construct Network,** and **Sell Broadband Rights.**
- Submit the file thru WebCT

Word Assignment 2: (15 points)
Read: Word Tutorial 4 (pages WD148-185)
Part A: *Do:* Case Problem 1 on page WD190-191 **steps 1-13**
You will need the data files Audio.docx from the network, Web CT or downloaded from www.course.com

- In step 2, save the file anywhere on your storage device
- In step 8, do the first sentence only.
- After step 13, click at the beginning of the first paragraph under the subtitle and insert a drop cap. Insert a similar drop cap in the first paragraph after each of the four headings in the newsletter.
- Insert a header on your document that has your name at the left margin, "Assignment 2" in the center and "Section 8" at the right margin.
- Insert a page border to the document. Choose the triple line style and make sure you apply the option to measure from the text rather than the edge of the page.
- Save then print your file.

Part B:
- Use mail merge to create customized letters to accompany your resume in response to a made up ad from the paper.
- Create a list of three potential employers to use in your letters. You should have an address block, a greeting line and somewhere in the body of the letters should be the company name that you are sending the letter to.
- The letter should look professional and should have at least two paragraphs. You may need to change the margins in order to make the letter fit correctly on a page.
- Preview your letters, and then complete the merge. Save the file on your storage device and print the three letters.

When you are finished with both parts, staple together your four printouts and turn them into the Inbox in class.

Computer Concepts Module - Continued

Assignment 3: (5 points)
Read: "Managing your Files" and review "Exploring the Basics of Microsoft Windows"
Do: Case Problem 1 on page FM 21
You will need the group of data files FM/CASE1 from the network, Web CT or downloaded from www.course.com

- Before you start the steps in the book, copy the folder FM to a blank diskette. This way you can turn in the disk for grading.
- In step 6, record your two answers to e-mail to me later.
- Skip step 8.
- When you are finished with step 10, make sure your name is on the diskette and turn it into the inbox in class. Send me an e-mail to kgros@hcst.net with the two answers from step 6. Please use the subject line of "Concepts Assignment 3".

Reading material for the last Concepts lecture is the handout from Discovering Computers on Computer Security, Ethics, and Privacy

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PowerPoint Module – Electronic File (20 points)

Read: PowerPoint Tutorial 1 and 2

Do:

- Using the handouts on Computer Security, Ethics, and Privacy, choose a topic from the chapter then create a presentation that is at least 5 slides in length.
- Use whichever design theme you want.
- You must use each of the following three slide layouts (at least one time each) then you can use any other layouts you wish: Title Slide, Title and Content, 2 Content
- On the Title Slide, include your name and the section number as the sub-title. The section number should be a smaller font then your name. Bold and Italicize your name.
- Be sure to save the file to your storage device often so that you do not loss your information. Include your full name in the filename.
- On at least one of your "Title and Content" slides, you should have the content of a bulleted list of text.
- On at least your "2 Content" slide, you must use at least three levels of bullets when outlining your text.
- On one slide, double space at least one paragraph.
- On all of the slides, change the first level bullet to a picture of the sun (from the Wingdings Font).
- On all of the slides, change the Title Font color to a shade of green.
- Choose one slide and change the background color to something other then what it was originally.
- Include a header/footer on all slides that contains the date, your name, and the slide number.
- Relocate your title slide to the end of the presentation.
- Add an appropriate clipart as one of your contents.
- Choose one transition style and apply it to all of the slides.
- On your "2 Content" slide, apply a build effect (custom animation) that is grouped by the 1st level bullets. Apply to both columns of text.
- Spell check your presentation.
  This assignment is NOT printed. When you are all finished, submit the file thru WebCT.

Spreadsheet Module – Printed

*** We will not accept any Spreadsheet assignment without a formula printout ***

Assignment 1: (10 points)

Read: Excel Tutorial 1

Do: Review Assignment page EX48-49

- In step 1, save the document anywhere on your storage device.
- Before you print in step 15, add a header and footer to the Customer Orders worksheet. The header should be your name and "Assignment 1" and the footer should be "Section 8" and the sheet name. Be sure to print both sheets.
- Skip steps 16 and 17
- In step 22, display the formulas then print the Customer Orders sheet in landscape orientation and on one page.
- Turn in your three printouts.

Assignment 2: (5 points)
> *Read:* Excel Tutorial 2
> *Do:* Case Problem 3 page EX109-110

You will need the data file Iowa.xlsx from the network, Web CT or downloaded from www.course.com

- In step 1, save the file anywhere on your storage device with your full name at the end of the file name requested.
- When you are finished with the spreadsheet, submit your spreadsheet thru WebCT

Assignment 3: (15 points)
> *Read:* Excel Tutorial 3
> *Do:* Review Assignment on page EX152-153

You will need the data file Timov.xlsx from the network, Web CT or downloaded from www.course.com

- In step 1, save the file anywhere on your storage device.
- In step 2, use a function to insert the date into cell B4
- In step 4, use functions to calculate the total take-home pay and monthly expenses
- After step 14, Print the documentation page. Then, on the Family Budget sheet, add a header that contains your name and "Assignment 3". Change the sheet to print in landscape orientation, with narrow margins and on 1 page width. Print this sheet. Display the formulas and print again on 2 page width.
- Turn in the four pages.

Assignment 4: (10 points)
> *Read:* Excel Tutorial 4
> *Do:* Case Problem 1 and 2 on pages EX208-211

You will need the data files Kenai.xlsx, Cloud.jpg and Tornado.xlsx from the network, Web CT or downloaded from www.course.com

- In Case Problem 1 step 1, save the file anywhere on your storage device and use a function to put the date into cell B4.
- In Case Problem 2 step 1, save the file anywhere on your storage device and use a function to put the date into cell B4.
- In Case Problem 2, skip steps 10-12
- When finished, submit your Kenai Fjords Park and Tornado Sightings files thru WebCT.