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Winter 2012

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

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# COURSE SYLLABUS

## CS 205 - Introduction to Computers and Office Productivity Software

Winter 2012

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### General Course Information

**Instructor:** Terri Bauer  
**E-mail:** [terri.bauer@wright.edu](mailto: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

### 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 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 6 modules:

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

## **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 accepted 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](http://www.wright.edu/students/judicial/stu_integrity.html)

### 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 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.
- 5) 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.**
- 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 or chewing gum in the classroom.
- 8) Notify the Instructor or Student Worker of any hardware problems.

### **Using PCs in 320 Oelman**

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

**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.**

## **Assignments/Reading/Tests**

**Assignments are to be submitted through WebCT 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 – on your own.

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**\*\* 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)

### **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)

### **Excel 3 (10 pts):**

Read and perform all steps in Excel Tutorial 3

Do: Case Problem 2, EX165 – EX166

Submit assignment file in Pilot

### **Excel 4 (10 pts):**

Read and perform all steps in Excel Tutorial 4

Do: Excel 4 Assignment (SAM assignment)

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**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 \*\*\***

**Access 1**

Read and perform all steps in Access Tutorial 1  
Do: Access Assignment 1 (SAM)

**Access 2**

Read and perform all steps in Access Tutorial 2  
Do: Access Assignment 2 (SAM)

**Access 3**

Read and perform all steps in Access Tutorial 3  
Do: Access Assignment 3 (SAM)

**Access 4**

Read and perform all steps in Access Tutorial 4  
Do: Access Assignment 4 (SAM)  
Submit file in Pilot

**\*\* 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\*\***

**Powerpoint Assignment (10 pts):**

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

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

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