Fall 2004

CS 205: Computer Literacy and Office Automation

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CS205 COURSE SYLLABUS
Computer Literacy and Office Automation

Fall 2004 - Sections 4, 5 & 6 Only

COURSE OBJECTIVES:

- To understand basic computer operations and the principal components of a computer and connected peripheral devices
- To understand and examine current operating systems, software utilities, device drivers and application software
- To define and understand current storage technology and learn about logical file storage and management
- To become proficient in using:
  - Windows XP
  - Spreadsheet Applications
  - Database Applications
  - Presentation Graphics Applications
- To understand the basics of email

The course is divided into 5 modules and may be presented in the following order:

1) Computer Concepts
2) Introduction to Windows
3) Spreadsheets
4) Database
5) Presentation Graphics Software

The following software is used in the 320 Oelman lab:
- Microsoft Windows XP
- Microsoft Office 2003
- Internet Explorer

** Note: If you feel you are already proficient in these areas, please see the instructor for more details on how you may be able to test out of CS205.

REQUIRED TEXTS:
Computer Concepts 5th Edition by June Jamrich Parsons and Dan Oja
Microsoft Office 2003 Volume 1 by Robert Grauer and Maryann Barber

Note: You are responsible for purchasing the books and bringing them with you to class. Books for loan are not available in the classroom and lab.

REQUIRED MATERIALS:
3 high density diskettes (1.44 MB)
COURSE EVALUATION:
Each module includes one or more assignments to check your understanding of the presented material. The Instructor will announce due dates for each assignment. **Please keep all graded assignments for your records.** All assignments must be completed by the due date for full credit.

There are three written examinations covering the concepts and applications of each module. The exams are a combination of written and “hands-on” which require the use of the computer in 320 Oelman.

**Grades will be periodically posted on the class web page: www.wright.edu/~terri.bauer. Students are responsible for checking their grades periodically to ensure that all grades have been recorded correctly.**

**Grade Weights:**
- Lab. Assignments 132 pts.
- Examination 1 100
- Examination 2 100
- Examination 3 100

432 pts

Exams must be taken at the scheduled times. If for emergency reasons, you are unable to take an exam on the scheduled date, **CONTACT YOUR INSTRUCTOR PRIOR TO THE EXAM.** Be prepared to provide supporting documentation.

If you do not finish your assignments during class, you may visit this lab during the listed open lab times, posted in the classroom or visit 152 C Russ 24 hours /day, 7 days/week.

**Weekend lab hours will begin the second weekend after classes begin.** During the week-end, the only open door to Oelman is next to the student lounge area.

**Disability Services:** Students with special needs should make the Instructor aware of any requirements needed to complete CS205 during the First Class Meeting.

**LABORATORY POLICIES FOR 320 Oelman**
1. Do not modify or add files to the hard disk on the personal computers.
2. No eating, drinking, smoking or chewing gum at any time.
3. 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.
4. Watch where you put your feet and hands. The computers are connected to the network and outlets by cables that can become unplugged if moved.
5. Making unauthorized copies of the software is prohibited.
6. Label all diskettes with YOUR NAME and SECTION NUMBER. (Disks are often left in the lab)
7. Do not move the computers or printers.
8. Notify the instructor or proctor of any hardware malfunction.
9. Do not use the computers during the lecture, unless instructed to do so by the instructor.
10. You are responsible for saving your work to your personal 3.5", 1.44MB diskette, not to the C or D drives on the personal computer. If you save your files to the hard drives, they will be deleted when the cleaning program is run.
Completing a Project:
Before class, read through the proper chapter in the book. During your class lab or open lab, Do The Project (Hands on work in chapter). In some of the later modules, you may be required to show certain files that are created during the project.

Computer Concepts Module (7 assignments@4 pts each) – Printed/On Disk

Procedure for Answering Questions for Computer Concepts Module:
Use Notepad, Wordpad or other Word Processor to record the answers to the questions. Turn in a hard copy to your Instructor or TA.

**Assignment 1**: Read: Computer Concepts Book, Unit A (pgs. 1 - 29)

*To Do*: Email Assignment: Read pgs 28-29 and using Webmail, send a short (1 – 2 paragraph) email message to me (tbauer@cs.wright.edu) describing your feelings about the article “What are the Effects of Ever-Present Computing?”. Use examples from the reading as appropriate.

**Note**: You must obtain a Wright State student account from Computing and Telecommunications Services to complete the above assignment. If you do not already have an email account, go to the CATS help desk in the basement of the library annex to get your account.

**Assignment 2**: Read: Computer Concepts Book Unit B (all)

*To Hand In*: Fill in the blank questions on p 67 (1 – 20)
Type the question # and your answer for each question (use Word or other word processor)

**Assignment 3**: Read: Computer Concepts Book Unit C (all)

*To Hand In*: Lab: Using the Windows Interface (p 103)
Perform step 1 (in book) only
Turn in printed lab results and tracking disk

**Assignment 4**: Read: Computer Concepts Unit D (all)

*To Hand In*: Lab: Working with Windows Explorer (p. 135)
Perform step 1 in the book only
Turn in Tracking Disk when done

**Assignment 5**: Read: Computer Concepts Unit E (all)

*To Hand In*: Fill in the blank questions, p. 173 (1 – 20)
Type the question # and your answer for each question

**Assignment 6**: Read: Computer Concepts Unit F (all)

*To Hand In*: Fill in the blank questions p 203 (1 – 20). Type the question # and your answer for each question
**Assignment 7:**  
*Read:* Computer Concepts Unit G (all)  
*To Hand In:* Unit Review p. 240, step 9 only

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**Introduction to Windows Module (1 @ 4 pts total) – On Disk**

*Read:*  
Office 2003 Book Windows XP Chapter 1 (pgs 1 -64). Do all hands-on exercises in chapter for practice

*To Hand In:* Practice Exercise 3, p 69  
Step f) after creating document, email it to me (tbauer@cs.wright.edu)

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**On all printed assignments, include the required header and footer listed below**

<table>
<thead>
<tr>
<th>Header:</th>
<th>Name (right)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section # (left)</td>
<td></td>
</tr>
<tr>
<td>Footer:</td>
<td>Assignment # (right)</td>
</tr>
<tr>
<td>Date (left)</td>
<td></td>
</tr>
</tbody>
</table>

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**Excel Module (3 @ 10 pts each) - Printed**

**Assignment 1:**  
*Read:* Office 2003 Book Excel Chapter 1

*To Hand In:* Practice Exercise 1 (p. 336). Print with header and footer (above)

**Assignment 2:**  
*Read:* Office 2003 Book Excel Chapter 2

*To Hand In:* Practice Exercise 1 (p.378).

Special instructions:  
- Step e: Make sure to include header and footer referenced above  
- Skip step f

**Assignment 3:**  
*Read:* Office 2003 Book, Excel Chapter 3

*To Hand In:* Practice Exercise 3 (p. 432)

Special Instructions:  
- Step i: Print worksheet twice – once showing values and once showing formulas  
- Make sure to include header and footer referenced above
## Access Module (4 @10pts each)

<table>
<thead>
<tr>
<th>Assignment 1</th>
<th><strong>Read:</strong> Office 2003 Book, Access Chapter 1</th>
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<tbody>
<tr>
<td></td>
<td><em>To Hand In:</em> Practice Exercise 7 (p. 541)</td>
</tr>
<tr>
<td><strong>Special Instructions:</strong></td>
<td></td>
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<tr>
<td>- Skip step g</td>
<td></td>
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<tr>
<td>- Staple both printouts together, with Peppy’s Restaurants – Master List on top</td>
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<tr>
<th>Assignment 2</th>
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<td><em>To Hand In:</em> Practice Exercise 6 &amp; 7 (pp 592 – 593)</td>
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<tr>
<th>Assignment 3</th>
<th><strong>Read:</strong> Office 2003 Book, Access Chapter 3</th>
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<tr>
<td></td>
<td><em>To Hand In:</em> Practice Exercise 2 (p. 649)</td>
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<th>Assignment 4</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><em>To Hand In:</em> Practice Exercise 1 (p. 696)</td>
</tr>
</tbody>
</table>

**Special Instructions:**
- Step c. Don’t update with data from Oscar’s website
- Step d. Don’t print reports
- Step f: skip
- **Turn in completed file on disk**
Power Point Module (2 @ 10 pts) – Turn in On Disk

Assignment 1: Read: Office 2003 Book, PowerPoint Chapter 1

To Hand In: Practice Exercise 6 (p. 764)

Special Instructions:
Step e.: Do not print handouts. Turn in on disk

Assignment 2: Read: Office 2003 Book, PowerPoint Chapter 2

To Hand In: Practice Exercise 1 (p. 815)

Special Instructions:
Step g: No sound
Step h: Do Not print
Turn in on disk