

Spring 2011

# CS 205: Introduction to Computers and Office Productivity Software

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**CS 205 Syllabus** spring 2011  
Introduction to Computers and Office Productivity Software 2010  
Mondays and Wednesdays 6:00PM-7:40PM  
Rm. 320 Oelman

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Instructor : Mrs. Amanda Hood---**Email through WebCT for any class related questions.**  
Office : 303 Russ (office hours by appt. only)  
Phone : (937) 775-5131 (leave message), 608-7655 (cell)—I will answer this “Cherry Grapes Photography”. Please feel free to text me, if you need a question answered immediately.

**Office Meetings/Questions**

Office hours will be on an appointment basis. Feel free to e-mail me with any questions through Pilot or via phone. Although I usually check e-mail daily, I do have three small children. Therefore, some days, I may not get to the computer. Please give up to 48 hours for me to respond.

**Course Description**

Focus on learning MS Office 2010 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. A training CD is available to provide supplemental task based instruction. Web based activities and interactive labs provide material reinforcement and alternative methods to learning. For this course, we will be using SAM Assessment online.

**Credit Hours**

4 quarter hours

**Course Prerequisites**

None, however a basic understanding of computers and word processing (as acquired in high school) is assumed. Specific concepts and tasks are listed below.

**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.

**Required Material**

New Perspectives Microsoft Office 2010, First Course. Course Technology, 2011, ISBN-13: 978-0-538-74653-3

SAM Assessment will be used to complete homework assignments. You are **REQUIRED** to purchase a key code to use SAM online.

Note: Text is required.

### 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.

### Requirements, Grading and Policies

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

The grade breakdown is as follows: A=680-616 pts., B=615-552 pts., C=551-488 pts., D=487-424 pts., F=below 424 pts.

Trainings on SAM (12 @ 20 points each)	240 points
Projects on SAM (12@ 20 points each)	240 points
Midterm (Concepts, Word and Excel)	100 points
Final (PowerPoint and Access)	100 points
<b>Total</b>	<b>680 points</b>

\*\*\*Do quality work! Neatness, spelling, grammar, typographical errors, and not following instructions, will all result in assignment point deductions. It is important that you utilize your lab time while it is available to you. 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. I am happy to help!

# **THE 60/60 RULE!! 60% of each module must be completed with a minimum of a 60% on each assignment in that module for a passing term grade!**

Modules include:

- ✓ Word—Assignments 1-4
- ✓ Excel—Assignments 4-6
- ✓ PowerPoint—Assignments 7-8
- ✓ Access—Assignments 9-12

## **Homework and Assignments**

In addition to formal lab assignments, your homework **each week includes reading the assigned chapters** and/or handouts, and completing the assigned exercises.

- Students who have not performed the necessary preparatory work will have difficulty following class discussions and working on the lab assignments.

## **Quizzes/Exams**

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

## **Late Work Policy**

Assignments are due by 11:55PM on the due date. Check Pilot/SAM and syllabus for all deadlines. No late assignments will be accepted without **documentation** of an illness or emergency. Please be sure to not wait until the last minute to complete your work. Unexpected things may occur, such as power outages, computer viruses/crashes, etc. I do NOT accept work late for these occurrences. Extra credit will be offered at the end of the quarter.

## **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 an "F"** for the assignment, and repeated or flagrant violations will be punished more severely.

## **Class Attendance**

I do not take attendance in this class. **However, class attendance is very crucial!** Classes may be subject to last minute changes which you will not be aware of unless 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 or above stated policies and procedures without notice. Students will be notified if changes are made in lab, during class, or via Pilot as soon as possible.

### **Saving Your Work**

You are responsible for saving your own work by using either a USB thumb drive, email, hard drive, or the student shared drive. DO NOT save any files on the C or D drives on campus, as they will be deleted when the cleaning program is run. It is always smart to backup your work. Therefore, a storage medium is required for this course. Also, it is always a good idea to email a copy of your work to yourself. I will not accept late work if you lose it!

### **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:

#### 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

**Please read Tentative Course Schedule located inside Pilot**

**\*\*instructor reserves the right to make any changes to the schedule throughout the quarter**

