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

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*Wright State University - Main Campus*

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# **CS205 COURSE SYLLABUS – Section C01 only**

*Introduction to Computers and Office Productivity Software*

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**361-8077 or 306-5472**

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## **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. 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.

**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.

**Books:**

Discovering Computers, Fundamentals Third Edition, Shelly, Cashman and Vermatt, Thompson Publishing, 2007, ISBN 1-4188-4372-5.(DC)

New Perspectives Microsoft Office 2003 Premium Edition, Shaffer, Ruffalo, Thompson Publishing, 2007, ISBN 1-4188-6076-X.(NP)

SAM Assessment CD – used for training and testing.

Note: All of the above materials are packaged to save cost and available in the campus bookstore. All materials are required.

**Materials Needed:**

Blank high density diskettes – or other type of storage media – 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 includes 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.**

Attendance	20 Points
Homework	135 Points
Unannounced quizzes	50 Points
(6 administered – keep the 5 best scores) – NO MAKEUP QUIZZES	
Exam 1	65 Points
(Word, PowerPoint and Misc. Concepts Topics)	
Exam 2	65 Points
(Excel)	
Exam 3	65 Points
(Access)	

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

I am offering Extra Credit work at the end of the quarter worth 15 points.

We will use the following grade scale.

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

### **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)

Monday and Wednesday      5:00 – 5:50 p.m.

### **Saving Data:**

All data generated by applications in 320 Oelman must be saved to your local diskette drive (drive A). ***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 may not be recoverable after you log out.

**Backup Policy:** 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 their Instructor 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 Guidelines for the rules on Internet use at the university.  
<http://www.wright.edu/cwis/policies/itpolicy.html>
- 4) Label all diskettes (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 SHOULD NOT BE WORKING ON HOMEWORK DURING LECTURE.**
- 6) You are responsible for saving your work to your personal diskette, not to the C drive (hard drive) on the computers. If you save your files to the C drive, they may 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 that 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 processing 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  $\geq 80\%$  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.

### **SAM2003**

This program will be used for two of the exams, several quizzes and some homework

- Log on to the WSU network
- Open SAM 2003 from the WSU desktop
- Click on New User
- Our Institution code is S3675503
- Enter your unique Key Code – case sensitive
- Set up User Profile (use a login and password that is different then your normal WSU login, since this can be seen by the instructor. If you forget it later, I can look it up for you)
- Join our section

## **SAM 2003 Training Companion for New Perspectives**

- this program is used to learn (or reinforce) the prerequisite skills that you are expected to know
- a list of the assumed basic skills are listed above
- we will also have at least one homework assignment from this software

This software is run from the CD.

- Insert the CD into the computer. It should automatically start the program (if not, Click on the Start button, click on Run and type in d:\SAM2003TrainingCompanion.exe then click OK).
- You will need to agree to the license statement.
- Type in your first and last name (as you want it to print on the results report) and Section C01
- You can use the drop down lists at the top of the screen to narrow down the categories you want to see. Mark any of the skills you want to work on then click on Launch
- The lower right of the screen has your options
  - o Prepare – Written instructions for this task, a list of different ways that the task can be performed (click on the list item to show the steps) and a real world example of why you might use this skill
  - o Practice – The computer will step you thru the skill while in a sample of the program
  - o Apply – This is where you must go to complete the skill task on your own. Until you make this choice and correctly complete the skill, it will not appear on the results report.
- When you are finished with the tasks you can print the results in the upper right of the program. Your results will not be saved when you leave the program so be sure to print the results if it is a homework assignment.

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
- manipulate windows
- 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
- close a file

**Word Tutorial 1**

- open, close documents
- insert and manipulate text
- display formatting marks, insert text
- change font type and size and apply formatting such as boldface, italics, underlining, and text alignment

**Word Tutorial 2**

- spell check, grammar check
- use clipboard to copy and past text
- align and format text
- create hanging indent
- insert comments

**Word Tutorial 3**

- set tabs and margins
- insert page breaks and page numbers
- create headers and footer
- create and format tables
- use various document views

# Homework Assignments for Section 8

## **Computer Concepts Module** – Printed and Online

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

*Read:* Discover Computers Chapter 1, 4 (pages 134-137, 140-145, 155), and an overview of Chapters 5 and 6

*Do:* MC and T/F questions from the handout.

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### **Assignment 2: (5 points)**

*Read:* Discovering Computers Chapter 2 (pages 50-56, 69-70, 73) and Chapter 8 (pages 296-298, 303-307, 310-322)

*Do:* SAM2003 “Concepts Assignment 2” questions

Go to [www.dell.com](http://www.dell.com) and choose a computer system to “purchase”.

Continue on the site and customize the computer to fit your individual needs (use the Special Feature Buyer’s Guide on page 279 as a reference). 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.

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## **Word Processing Module** – Printed (20 points)

**Word Assignment:** *Read:* Office 2003 - Word Tutorial 4 (pages WD135-172)

*Do:* Case Problem 2 on page WD177-178

**You will need the data files News.doc and Island.jpg from the network, Web CT or downloaded from [www.course.com](http://www.course.com)**

- in step 1, save the file anywhere on your storage device
- in step 14, before you print, add a header with your name and “Section 08”

*Do:* Case Problem 4 on page WD181-182 **steps 1-7**

- in step 1 and 3, save the file anywhere on your storage media
  - when finished, staple your 3 letters together and turn them in
  - you can create the letter and data as you go (like we did in class) rather than the method described in the assignment
- 

## **Computer Concepts Module** - Continued

### **Assignment 3: (5 points)**

*Read:* Discovering Computers Chapter 3 and 7 (page 100-109, 122-124, 250-261, 267-270) and New Perspectives Office 2003 Managing your Files (page FM4-FM20) and review the chapter on Exploring the Basics of Microsoft Windows

*Do:* SAM Training CD – All 22 tasks from the unit on **Managing your Files** – Print the report showing you have finished all the 22 tasks. Some tasks must be done in a certain way.

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**Reading material for the last Concepts lecture is Discovering Computers Chapter 10**



## **PowerPoint Module – On Disk (20 points)**

*Read:* Office 2003 – PowerPoint Tutorial 1 and 2

- Using the Discovering Computers book Chapter 10, choose a topic from the chapter then create a presentation that is at least 5 slides in length.
- Use whichever template design you want.
- You must use each of the following four slide layouts (at least one time each) then you can use any other layouts you wish: Title Slide, Bulleted List, 2 Column Text and Text & Clip Art
- On the Title Slide, include your name and the section number as the sub-title. The section number should be a smaller font than your name. Bold and Italicize your name.
- Be sure to save the file to your disk often so that you do not lose your information.
- On at least your 2 column text slide, you must use at least three levels of bullets.
- On one slide, double space at least one paragraph.
- On all of the slides, change the first level bullet to a picture of a disk (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 than 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 to your Text & Clipart slide.
- Choose one transition style and apply it to all of the slides.
- On your 2 Column Text slide, apply a build effect (custom animation) that is grouped by THE 1<sup>st</sup> level bullets. Apply to both columns of text.
- Spell check your presentation.

This assignment is NOT printed. When you are all finished, turn in your disk for grading. Make sure your name and the file name are written on the label of the disk.

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## **Spreadsheet Module – Printed**

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

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

*Read:* Office 2003 - Excel Tutorial 1 (pages EX3-43)

*Do:* Review Assignment page EX44-45

- Skip steps 15 and 16.
- In step 17, save the document anywhere on your storage device.
- In step 20, make sure the \$ numbers in column E and G are formatted to currency with 0 decimals.
- Before you print in step 21, add a header and footer to the Orders worksheet. The header should be your name and "Assignment 1" and the footer should be "Section 8" and the tab name (use the toolbar button that appears).
- In step 21, print the Documentation sheet in portrait orientation and the Orders worksheet in landscape orientation.
- Display your formulas, and print the Orders worksheet again – after making sure it prints on one page.
- Turn in your three printouts.

**Assignment 2: (10 points)**

*Read:* Office 2003 - Excel Tutorial 2

*Do:* Review Assignment page EX85-87

**You will need the data file Family1.xls from the network, Web CT or downloaded from [www.course.com](http://www.course.com)**

- In step 1, save the file anywhere on your storage device.
- In step 4, the formula will be Total Income less Total Expenses
- In step 5, the formula in cell D17 is the sum of absolute C16 thru the cell above the formula. This range will increase as you copy the formula across the row.
- Skip step 10.
- In step 11, save the file anywhere on your storage device.
- In step 17, the formula is the Length of loan times Payments per Year
- After Step 18, format the numbers to appropriate formats
- Skip step 21.
- Before printing in Step 22, add a header and footer to all of the worksheets. The header should be your name and "Assignment 2" and the footer should be "Section 8" and the name of the tab (use the toolbar button). Print the Documentation and the Loan Analysis worksheet in portrait orientation and the Budget worksheet in landscape orientation (make sure they each print on one page). Display the formulas for each worksheet and print again (make sure they each print on one page and switch to landscape orientation if you wish).

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**Assignment 3: (15 points)**

*Read:* Office 2003 - Excel Tutorial 3 and 4

*Do:* SAM2003 "Spreadsheet Assignment 3" **and** Review Assignment page EX187

**You will need the data file VegaUSA1.xls from the network, Web CT or downloaded from [www.course.com](http://www.course.com)**

- In step 1, save the file anywhere on your storage device.
- Skip steps 9-11

#### **Assignment 4: (10 points)**

*Do:* The following:

Ester's Sweet Shop is open all year, but most of the shop's sales revolves around four holidays: Valentine's Day (18,330 pounds of candy), Easter (12,925 pounds of candy), Halloween (14,275 pounds of candy), and Christmas (15,975 pounds of candy). On and around these holidays, 31% of the store's output is Chocolate Creams, 27% is Gummy Bears, 18% is Jelly Beans, and the remaining 24% is Mints. The Chocolate Creams sell for \$4.50 per pound, the Gummy Bears for \$2.75 per pound, the Jelly Beans for \$2.50 per pound, and the Mints for \$1.75 per pound. Ester's management is considering revising its production figures. They have asked you to create a worksheet they can use in making this decision.

The worksheet should show:

- Total number of pounds of each candy ordered for each holiday
- Total candy ordered for the four holidays
- Potential dollar sales for each type of candy for each holiday
- Total potential dollar sales for each holiday
- Total potential dollar sales from each type of candy

Include an appropriate chart illustrating total potential dollar sales for each candy type. Use the concepts and techniques you learned to create and format the worksheet and chart.

There are few specific requirements for the following assignment. Add a header to the spreadsheet that has your name and "Assignment 4" and a footer that has the current date and "Section 8". With the information given in the case, calculate the requested information. You will have at least two sets of assumptions (% of output for each candy and price for each pound). You should use absolute references where needed.

Format the worksheet to look professional and print on one page. Display the formulas and print again (in landscape and on one page). Print the chart with the same header and footer.

## **Database Module**

**\*\*Access does not convert well to other versions of the program.  
Keep that in mind if you are not using Office 2003\*\***

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

*Read:* Office 2003 – Access Tutorial 1

*Do:* SAM2003 “Access Assignment 1” questions

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### **Assignment 2: (10 points)**

*Read:* Office 2003 – Access Tutorial 2

*Do:* Review Assignment on page AC72-74 **You will need the data file ELSA.mdb from the network or downloaded from [www.course.com](http://www.course.com)**

- on step 8, close the table only
- In step 12, do not print.
- In step 17, do not print.
- After step 17, do the following steps so that you can print the table contents from Word.
  - Open the Recruiter table in datasheet view. Highlight all of the records. Copy the records. Click on the Start button and open Microsoft Word. In a new document make the file landscape and insert a header that has your name, Assignment 2, and Section 8. Paste the records into the file.
  - On the task bar at the bottom of the screen, click on the Microsoft Access button. Open the Student table in datasheet view. Highlight all of the records and copy them.
  - On the task bar at the bottom of the screen, click on the Microsoft Word button. Insert a blank line then paste in the new table of information. Print the document with both tables from Word. It will be on two pages (or front and back of one page).

### **Assignment 3: (15 points)**

*Read:* Office 2003 – Access Tutorial 3

*Do:* Review Assignment on page AC122-123 **You will need the Recruits.mdb file that you created in Assignment 2**

- Before you start the assignment in the book, open your Recruits database and (under the File Menu) create a backup of the file called “Assignment 2 Backup”
- In all of the steps in this assignment you are not going to print when the book tells you to. Wait and print all of the queries after the assignment following the instructions below.
- Try each query. Even if you do not have all of the steps correct, you can receive partial credit for that query.
- After Step 11, do the following steps so that you can print each of the query results from Word:
  - Open the first query and highlight all the records displayed. Copy the results. Click on the Start button and open Microsoft Word. In a new document insert a header that has your name, Assignment 3, and Section 8. Paste the records into the file.
  - On the task bar at the bottom of the screen, click on the Microsoft Access button. Close that query and open the next. Highlight all of the records and copy them.
  - On the task bar at the bottom of the screen, click on the Microsoft Word button. Insert a blank line then paste in the new table of information.
  - Continue doing this until you have copied the results of all seven queries into your Word Document.
  - Before printing, label each query in your Word Document with the name of that query. Print the document from Word. It will be on two pages (or front and back of one page).

**Assignment 4: (10 points)**

*Read:* Office 2003 – Access Tutorial 4

*Do:* Review Assignment on page AC161-162 **You will need the Recruits.mdb file that you created in Assignment 2 and the travel.bmp file**

- Before you start the assignment in the book, open your Recruits database and (under the File Menu) create a backup of the file called “Assignment 3 Backup”
- Skip step 3
- In step 4, do not print
- In step 6, change the name of the Recruiter Kye Nguyen to your first and last name then print that record only
- In step 7, when you give the report a title include your full name as part of that title. For example, Recruiters and Students by Kim Gros.
- Skip step 8a
- In step 10, put the picture under your name in the report header section
- Skip step 13
- After step 12, do the following steps so that you can print the table contents from Word.
  - Open the Recruiter table in datasheet view. Highlight all of the records. Copy the records. Click on the Start button and open Microsoft Word. In a new document make the file landscape and insert a header that has your name, Assignment 4, and Section 8. Paste the records into the file.
  - On the task bar at the bottom of the screen, click on the Microsoft Access button. Open the Student table in datasheet view. Highlight all of the records and copy them.
  - On the task bar at the bottom of the screen, click on the Microsoft Word button. Insert a blank line then paste in the new table of information. Print the document with both tables from Word. It will be on two pages (or front and back of one page).
- You will have three printouts to turn in. The one record printed from your form, the first page of your report and the contents of both tables.

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**Extra Credit: (15 points)**

*Do:* Office 2003 – Review Assignment on page INT 3-21

**You will need several data files for this assignment. You can copy the files from our network in 320 Oelman or download them from the [www.course.com](http://www.course.com) website**

- In step 7, save your file anywhere on your storage device
- In step 9, save your file anywhere on your storage device and add a header with your name and “Extra Credit” before you print
- In step 23, before you print, add a footer that has your name included. When you print, make sure your handouts are printing in grayscale or pure black and white.
- You will have more than one printout. Staple them together and turn them in together.