

CpSc 210, Productivity Software Syllabus: Spring, 2008

Catalog Description: An in-depth, practical study of existing productivity software packages that focuses primarily on decision-support systems for microcomputers. Projects will involve the use of intermediate and advanced features of various software packages, as well as the use of several packages in finding computer-based solutions to information storage and retrieval problems. Prerequisite: microcomputer proficiency. 3 credits.

Section	Time	Place
3	MWF 7 (2:00-2:50 p.m.)	ATS 130

Instructor	Phone	Email	Office
Michael P. Conlon, Ph.D.	724-738-2143	michael.conlon@sru.edu	252 ATS

Office hours: M 3:00-5:00 p.m., R 2:00 p.m.-4:00 p.m., F 3:00-4:00 p.m.

Text: Microsoft Office 2007 in Business, Core; Manzo, Piziak and Rhoads, Pearson Prentice Hall, © 2008. ISBN 0-13-613986-8 and 978-0-613986-7.

Exam dates:

Section	Exam 1	Exam 2	Final
1	Wed., Feb. 20	Fri., Apr. 4	Tue., May 6, 3:00-5:00 p.m.

Grading:

Exams	Homework, quizzes, etc.	Projects
40%	20%	40%

Grading Policy: Assignments will be accepted only at or before the date and time when they are due. Exceptions to this policy will be made only in extraordinary circumstances. You are expected to maintain at least two copies of all class work, one on the *H* drive and one on your own USB flash memory stick. No allowance will be made for lost work.

Microcomputer Proficiency: Microcomputer proficiency is the prerequisite for this course. Completion of CpSc 110 or CpSc 130, or success on the university's microcomputer proficiency exam is sufficient. Otherwise, it is assumed that you have become proficient in microcomputing by some other means, and understand such practices as using application programs, saving and backing up files, managing Microsoft Windows or a similar operating environment, accessing your SRU email, and protecting your computer and its data against malware and crashes. If you do not possess such proficiency, I urge you to take CpSc 110 before taking this course. I will not be sympathetic to students who take this course unprepared.

Attendance, reading, and participation: You are expected to attend every class and to arrive on time. Do not expect to be admitted to class if you are late. Latenesses will be treated as absences. Please do all assigned reading *before* the class in which it is covered. You are expected to attend and participate in class, and you must do the reading and homework to participate. Use of electronic entertainment devices during class is prohibited.

Plagiarism policy: Students determined guilty of plagiarism or cheating will receive a failing grade for the course. While I encourage cooperation in study, please ensure that all written assignments are your own work.

Copyright notice: By registering in this course you grant the SRU Computer Science Department permission to copy any of your work from the course for use in assessment or accreditation processes, provided that identifying information is removed from such work.

Exams: Exams will cover both text and lecture material; some text material may not be covered in class. If you must be absent for an examination, please see me one week in advance to make alternate arrangements to take the exam. Please take care of bodily needs before coming to an exam: you will not be permitted to leave the room during an exam until your paper is handed in. All electronic communication and entertainment devices must be turned off and put away during exams. Use of such devices during an exam will be considered cheating.

Miscellaneous: Make sure your name is on both parts of your USB flash memory stick.

Computer Science Department
 Course Competency Plan
CpSc 210 Productivity Software

Course Outcomes: This course and its outcomes support the Information Systems Learning Outcomes of *Problem Solving and Critical Thinking (PS&CT)*, *Communication and Interpersonal Skills (C&IS)*, and *Ethical and Professional Responsibilities (E&PR)*. These Information Systems Learning Outcomes are tied directly to the University Wide Outcome of *Critical Thinking and Problem Solving, Communication, and Values and Ethics*.

Objectives	Strategies	Assessment Methods
<p>The student will be able to:</p> <ol style="list-style-type: none"> 1. Identify the relationship of hardware and software in the performance of a computer system [PS&CT b, e] 2. Utilize the intermediate and advanced features of software applications to solve intermediate to complex information storage and retrieval problems. [PS&CT b, c] 3. Identify and describe the 3 components of data communication systems and a decision support system. [C&IS b] 	<p>Together, the students and the professor will:</p> <ol style="list-style-type: none"> 1. Discuss in detail the past present, and future data processing technologies. 2. Review the fundamental features of modern software applications and discuss in detail the intermediate and advanced features of such applications. 3. Study the hardware and software components of local area networks and data communications in general. 4. Discuss in detail file management techniques. 5. Thoroughly investigate security issues and backup and retrieval options. 6. Study the issues related to the ethical, moral, and legal use of software and hardware technology. 7. Discuss in detail the selection, evaluation, and management of software packages. 	<p>The student will:</p> <ol style="list-style-type: none"> 1. Answer chapter exercises or questions presented by the instructor. 2. Demonstrate skill in solving problems using various software applications and the integration of such applications; the assigned problems could be assigned as individual or group projects. 3. Complete graded exams/quizzes that assess knowledge of software and hardware fundamentals and application software.

Calendar (tentative):

Date		Topic	Text Readings
Jan	14	Introduction. How computers work.	
	16	Lab: Introduction to Word Basics	pp. 165-201
	8	Operating system fundamentals.	
	23	Lab: Creating a Basic Report	pp. 203-249
	25	System configuration, customizing a personal computer system.	
	28	Lab: Tables, Find and Replace	pp. 251-281
	30	The Windows Environment: HW/SW interaction, customizing Windows	
Feb	1	Lab: Complex Headers, Footers, Page Numbers; Pictures and Graphics	pp. 282-337
	4	The Windows registry; supporting Windows applications.	
	6	Lab: Inserting Objects; Footnotes and Endnotes	pp. 337-362
	8	Installing HW and SW; diagnostic tools.	
	11	Lab: Excel Introductions and Basics	pp. 363-399
	13	Hard drive technology; hard drive data organization; optimizing hard drives.	
	15	Lab: Excel Formatting and Editing	pp. 399-433
	18	Removable drives; troubleshooting hard drives and data recovery.	
	20	Exam 1	
	22	Supporting I/O devices: installation, ports and expansion slots, SCSI.	
	25	Lab: Formulas and Basic Functions	pp. 435-464
	27	Multimedia: PC multimedia; devices supporting multimedia	
	29	Lab: Financial and Logical Functions	pp. 465-498
Mar	3	Lab: Logical and Lookup Functions	pp. 499-529
	17	Troubleshooting PC problems: fundamentals; protecting user, HW, & SW; tools.	
	19	Lab: Creating and Formatting Charts	pp. 531-565
	21	Networking fundamentals: overview, wireless, Internet connection, troubleshooting.	
	24	Lab: Advanced Chart Options, Linking Data	pp. 566-604
	26	Mgmt issues in CIS: software mgmt & licensing	
	28	Lab: Financial Planning and Accounting	pp. 605-643
	31	Mgmt issues cont'd: technology training; preparing for tomorrow's technology	
Apr	2	Lab: Access Introduction, The Database Table: Creating Tables	pp. 645-686
	4	Exam 2,, then Mgmt issues cont'd: challenges facing digital society.	

Date	Topic	Text Readings
7	Lab: The Database Table, cont'd: Editing Tables, Importing and Linking Data	pp. 687-719
9	Viruses, worms, and spyware	
11	Lab: Selecting and Summarizing Data from Tables	pp. 721-749
14	Firewalls	
16	Lab: Advanced Queries. Applying Calculations to Data: Formulas	pp. 750-799
18	Wireless issues	
21	Lab: Calculations, cont'd: IIF Functions, Financial Functions	pp. 800-830
23	Disaster recovery fundamentals; backup and recovery techniques.	
25	Lab: Reports	p. 837-902
29	Protecting laptop computers, PDA's, portable storage.	
30	Lab: Applying Core Competency Skills	pp. 903-947
May	2 Preventative maintenance.	
	6 Final exam, 3-5 p.m.	