



CS214 Course Syllabus

Name: **Business Applications Using Microcomputers as a Tool I**
Meeting Location: Karnoutsos Hall Lab, Room 419 (Computer Science Lab)
Website: <http://faculty.njcu.edu/jvelasco>
Instructor: Mr. Julio Velasco, Systems Analyst/Assistant Director, ITS
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Office Loc/Hours: R-005/W1700-1900 or by appointment

Course Description

CS214 assumes the student is familiar with the fundamentals of the Microsoft Windows operating system and how to run applications in that environment. The course provides basic knowledge of the Microsoft Office application suite: Outlook, Word, Excel, PowerPoint and Access. Learning by examples from a workbook, the student uses practical problems to illustrate and utilize the resources available in a typical office application suite. In-class demonstrations of features and discussion of the subjective and qualitative aspects of creating typical office documents supplement the workbook exercises.

The successful student will be able to:

- Manage files using Windows Explorer and imbedded functions in Office Applications
- Use Outlook to effectively communicate via Email and manage personal information.
- Use Word to produce business documents.
- Employ Excel spreadsheets, using functions for calculations and functions for business analysis and to create tables and charts for reports and presentations.
- Use PowerPoint to create presentations utilizing Word features and Excel analysis.
- Create, maintain, and manipulate an Access database, including generating a report.

Required Material

- Textbook: The Select Series: Microsoft Office 2003 SE, Prentice Hall, ISBN 0-619-25477-8
- A computer running a current version of Microsoft Windows (XP or XP Pro preferred)
- Microsoft Office, Professional Edition (XP or 2003)

Home Computer

The recommended computer hardware for this course is a multimedia Pentium-class computer running a current version of Microsoft Windows, Microsoft Office Professional Edition, and local access to the Internet for Email. Proficiency in any personal computer and office suite comparable to the recommended system is acceptable. However, it is up to the student to compensate for the differences in features and to present documents that are similar to the course project requirements. The assignments must be readable from Microsoft Office, regardless of the originating application suite. It is up to the discretion of the instructor to accept such alternatives.

NJCU Computer Availability

Username and passwords will be provided for access to the Computer Science Student Lab for the lectures. The lab computers will be available to students who do not have a home computer or appropriate software for this course. Some class time will be set aside each session for working on projects. In addition, there are several computer labs available throughout the campus. Please refer to the document, titled "Computer Services Available at NJCU," circulated by the Department of Academic Computing for access information.

Student Evaluation

Students are evaluated through the completion of assignments, feedback, and tests. All assignments are graded using a 4-point scale based on specific objectives noted in the course materials. Tests are graded using percent correct. Class presentations may also be assigned and are graded using a 4-point scale.

Final grades are assigned as a letter. Percentages are converted to a letter according to the scale provided in the section's grade summary page. This page is available on the instructor's website and is updated at the discretion of the instructor, when appropriate. Components of the final grade are weighed according to the formula posted on the summary page. The minimum passing grade is 65% (D).

Grading Scale: The grading scale used is the one published in the NJCU master course list.

Additional points are added or subtracted based on a qualitative assessment of projects & class decorum. Points will be subtracted for late assignment submission, excessive lateness, and failure to take exams and quizzes on the scheduled dates. There will be no make up exams or special projects to "bring up" or supplement grades. To be fair to the rest of the class, all assignments submitted after receiving an Incomplete grade for the course will be assessed to a maximum grade of "C".

Class Attendance

It is essential that students attend the lectures. Consequently, attendance is a small part of the grade. Credit for attendance is based on signing the course Attendance Sheet every class. If for any reason you cannot attend a session please contact the instructor by Email ahead of time. You are allowed two excused days before being penalized, but you must have good reason for your absence.

Assignments and Classroom Work

Late assignments will be penalized and may not be revised.

The textbook comprises detailed tutorials on the use of each Office module. Dogged completion of these may take considerable time, depending on your skill level. Try to skim through the text at home so that you will be able to work quickly at the computer to master new aspects. The rudiments should be familiar to you based upon the Computer as a Tool (CAT) course.

Most of the class time will be devoted to demonstrations of new techniques as presented in the textbook; while working on the book projects. Expect to spend five (5) hours each week completing assignments.

All work must be submitted via Email. Paper versions are not accepted under any circumstances. Email must be clearly identified according to specifications provided for each assignment in the support website. Students are expected to visit the companion website for additional instruction and performance feedback, and to check Email regularly for important class notices.

Feedback requests will be issued verbally at the end of each Office module at the discretion of the instructor, based on class participation and current topics in the industry. All feedback is sent via Email.

Session Descriptions*

#	Module	Topics	Assignments
1	Int/Win	<ul style="list-style-type: none"> Essential Computer Concepts Microsoft Windows & Windows Explorer Concepts of file Management Essential Email Concepts & NJCU Email 	<ul style="list-style-type: none"> Feedback #1: Personal Intro
2	IE/Office	<ul style="list-style-type: none"> Internet Browser Basics & Instructor website Intro to Microsoft Office Professional Common Office elements 	<ul style="list-style-type: none"> Student Questionnaire
3	OU1	<ul style="list-style-type: none"> Common Elements, continued Introduction to Outlook Using Outlook 	<ul style="list-style-type: none"> Assignment #1: Outlook
4	OU2/W1	<ul style="list-style-type: none"> Outlook, continued Introducing Word Editing and Formatting 	<ul style="list-style-type: none"> Feedback #2: File Organization
6	W1/W2	<ul style="list-style-type: none"> Working with multi-page documents Working with Tables 	<ul style="list-style-type: none"> Assignment #2: Word Flyer
7	W2	<ul style="list-style-type: none"> Word 	<ul style="list-style-type: none"> Assignment #3: Word Report
8	Test EX1	<ul style="list-style-type: none"> MidTerm Exam[†] Introducing Excel Formatting worksheets Formulas & Charts 	<ul style="list-style-type: none"> First-half projects due
9	EX2	<ul style="list-style-type: none"> Excel Text Functions for Business 	<ul style="list-style-type: none"> Assignment #4: Excel Report
10	EX2/EX3	<ul style="list-style-type: none"> Excel Charts Word/Excel Integration 	<ul style="list-style-type: none">
11	EX3	<ul style="list-style-type: none"> Excel, continued 	<ul style="list-style-type: none"> Assignment #5: Excel Calcsheet
12	A1	<ul style="list-style-type: none"> Intro to Access 	<ul style="list-style-type: none">
13	A1	<ul style="list-style-type: none"> Access Continued 	<ul style="list-style-type: none"> Assignment #6: Database
14	A1/P1	<ul style="list-style-type: none"> Access review The Art of Presentations Intro to PowerPoint 	<ul style="list-style-type: none"> Feedback #3: Tech Review Assignment #7: Powerpoint
15	P2	<ul style="list-style-type: none"> More on PowerPoint Word/Excel/PPT Integration 	<ul style="list-style-type: none"> Feedback #4: Recommendations
16	Test	<ul style="list-style-type: none"> Final Exam 	<ul style="list-style-type: none"> Second-half projects due

* Topics/Assignments subject to revision as the course progresses.

[†] Exams are cumulative, from the beginning of the semester