



CS215 Course Syllabus

Course Name: **Business Applications Using Microcomputers as a Tool II**
Meeting Info: Provided Online via GothicNet (<http://gothicnet.njcu.edu/>)
Instructor: Mr. Julio A. Velasco, Adjunct Professor
MA Educational Technology
Email: <mailto:teacher1@njcu.edu>
Website: <http://faculty.njcu.edu/jvelasco>
Office Loc/Hours: As posted to website or by appointment

Prerequisites

- INTD120: Computer as a Tool (or equivalent), *and*
- CS214: Business Applications Using Microcomputers as a Tool I

Course Description

This course assumes that the student is familiar with the fundamentals of a Microsoft Office and a personal computer running Microsoft Office 2000 and above. It is meant to extend the student's basic knowledge of the Microsoft Office application suite: Word, Access, Excel, PowerPoint, and Outlook. 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 course also covers supplemental Windows applications that enhance office productivity and security.

The successful student will be able to:

- Properly manage their computer systems and data.
- Setup and configure Microsoft Outlook to manage several accounts and use advanced Personal Information Management features.
- Use a sample of Microsoft's Office's advanced formatting and programming features to develop a consistent business identity and a set of inter-related business templates for each Office module. Tasks include,
 - Building a mailing list Form Letter in Word using various sources for data.
 - Building an Excel workbook application using forms and macros.
 - Building a PowerPoint presentation.
 - Building an Access database using data entry forms and a set of reports.

Required Material

- Textbook: Shelly Cashman Series® Office 2007 Advanced Concepts and Techniques, ISBN-10: 1418843326 ISBN-13: 9781418843328

- A WindowsXP or Vista computer running Microsoft Office 2007, Professional Edition (Includes Outlook and Access modules)
- Access to the Internet and an Email account

Home Computer

The recommended computer hardware for this course is a Vista-class computer running WindowsXP SR-3 or Vista 2007, with Microsoft Office 2007 Professional Edition and access to the Internet. Apple computer running the latest copy of Office may also be used. Previous editions of Office may also be used, but the course will cover the new, fluid interface. It is up to the discretion of the instructor to accept such alternatives. The assignments must be readable with Microsoft OfficeXP, regardless of the originating application suite.

NJCU Computer Availability

Username and passwords will be provided for access to the Computer Science Student Lab for 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.

Grades

Final grades are assigned as a letter. Percentages are converted to a letter according to the scale provided in the section's grade summary sheet. This sheet will be updated regularly to the online component of the course. The minimum passing grade is 65% (D).

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

Grading Weights: Assignments 40%, Midterm 20%, Final Exam 20%, Feedback 10%, and Attendance 10%.

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. *Assignments not handed in will be graded as zero ("0").* Assignments submitted after receiving an Incomplete will be evaluated to a maximum of a "C" grade only.

Class Attendance

As attendance is part of the grade calculation, it is imperative that you sign the 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 one excused day before being penalized¹, but you must have good reason.

Instructions for Assignments

Late assignments will be penalized and may not be revised.

¹ Extenuating circumstances will be evaluated and special arrangements require approval by the department chair or appropriate authority.

The textbook comprises detailed tutorials on the use of each Office module. Dogged completion of these may take considerable time. 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 your previous courses.

Some class time will be devoted to demonstrations of new techniques and lecture; the remainder will be available for student work at the computer. Expect to spend nine (9) hours each week completing the tutorials and assignments.

All work must be submitted via Email. Paper versions are not accepted. The student must also visit the companion instructor website noted above for data files and additional instruction, and check Email regularly for important class notices. Assignments must be turned in by Email, clearly identified according specifications in Assignment Fact Sheets provided on the Instructor's website.

Course Syllabus

#	Chapter	Topics	Tasks
1	Intro Lecture Email	<ul style="list-style-type: none"> Course Introduction Review of Syllabus Introduction to NJCU Email NJCU Technical Support Services Business Applications – Email Archiving 	<ul style="list-style-type: none"> Feedback #1: Personal Introduction Email
2	Lecture Lab Outlook	<ul style="list-style-type: none"> Computers for Home & Business Windows Setup Recommendations Useful Utilities File types & Filing Strategies 	<ul style="list-style-type: none"> Workbook Project Assignment #1: Outlook PST file with Distribution list and appointments
3	Lecture Lab Word	<ul style="list-style-type: none"> About Microsoft Office Assignments Finalized Email Review & Netiquette Managing Email: Profiles Notes vs. Posts 	<ul style="list-style-type: none"> Workbook Project
4	Lecture Lab Word	<ul style="list-style-type: none"> Office Installation & Set-up Word Setup & Command Line Parameters Formatting for Visual Impression Forms & Mailing Lists 	<ul style="list-style-type: none"> Workbook Project Assignment #2: TBA
5	Lecture Lab Word	<ul style="list-style-type: none"> Excel Setup My Grade Summary Workbook Business Spreadsheets Editing and Formatting Tips Comparative Analysis Chart 	<ul style="list-style-type: none"> Workbook Project Assignment #3: TBA
6	Lecture Lab Excel	<ul style="list-style-type: none"> Help with Microsoft Office Excel Charts & Images Excel as Database Application Word/Internet Integration 	<ul style="list-style-type: none"> Workbook Project
7	Lecture Lab Excel	<ul style="list-style-type: none"> Utility Software for everyday Digital Imaging Hardware & Software 	<ul style="list-style-type: none"> Workbook Project Assignment #4: TBA

#	Chapter	Topics	Tasks
8	Lecture Lab Excel	<ul style="list-style-type: none"> • MidTerm • Workbooks for Home & Business • Setting up a workbook Application • Computing the Retirement Fund • Automating Tasks Using Macros 	<ul style="list-style-type: none"> • First-half projects due • Workbook Project
9	Lecture Lab Excel	<ul style="list-style-type: none"> • PowerPoint Setup • Master Slides & Templates • Formatting tips & Style checker • Creating a Chart (Graph) • Importing from Word Outline 	<ul style="list-style-type: none"> • Workbook Project
10	Lecture Lab Excel	<ul style="list-style-type: none"> • Importing, Embedding, and Linking • Embedding and Modifying a Word Table • Linking and Modifying an Excel Chart 	<ul style="list-style-type: none"> • Workbook Project • Assignment #5: TBA
11	Lecture Lab Access	<ul style="list-style-type: none"> • Databases for Home and Business • Creating Custom Forms • Pattern Matching and Boolean Queries • Building a Forms Control Wizard 	<ul style="list-style-type: none"> • Workbook Project •
12	Lecture Lab Access	<ul style="list-style-type: none"> • Creating a Custom Report • Defining Conditional Formatting Rules • Sorting and Grouping Data in a Report • Calculating Group Totals and Overall Totals • Integrating Access with Other Programs 	<ul style="list-style-type: none"> • Workbook Project • Assignment #6: TBA
13	Lecture Lab Access	<ul style="list-style-type: none"> • Intro to FrontPage • Using FrontPage Components • Developing a Web Site 	<ul style="list-style-type: none"> • Workbook Project
14	Lecture Lab PPT	<ul style="list-style-type: none"> • Themes and Multimedia 	<ul style="list-style-type: none"> • Workbook Project
15	Lecture Lab PPT	<ul style="list-style-type: none"> • Business applications 	<ul style="list-style-type: none"> • Workbook Project
16		<ul style="list-style-type: none"> • Final Exam 	<ul style="list-style-type: none"> • Second-half projects due

* Topics/Assignments subject to revision based on in-class requirements.

The course webpage will be updated regularly to reflect changes to the course schedule as events during a class session dictate. General announcements are also sent via the instructor's class distribution list. Course documentation is in Adobe Portable Document File (PDF) format. The Reader Plug-in for your browser is free from <http://www.adobe.com>.