

SOUTHERN CONNECTICUT STATE UNIVERSITY
CSC 200 - Personal Computer Applications
Semester & Year: Class Meeting Times.

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Office Hours:
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Course Number: **CSC 200** Credit Hours: **3** Prerequisite(s): **Any 100 level CSC course or ACC 200**

Course Title: **Personal Computer Applications**

DESCRIPTIONS:

Catalog Description:

Use of personal computer applications software. Operating system, word processing, spreadsheet programming, database management.

Course Description:

This course is intended to provide students with an overview of computer technology and hands-on use of computers as productivity tools. Topics include a brief introduction to computers with lectures and weekly laboratory sessions on the Microsoft Office 2002 products: Access 2002, Excel 2002, PowerPoint 2002.

COURSE CONTRIBUTION:

In today's information age, the ability to use a personal computer (PC) effectively is essential to virtually all majors, jobs, and careers. Communication through common personal computer application software is critical to being functional and successful in your field. This course is designed to introduce you to the use of personal computer applications for the storage, management, processing and analysis of data. In particular, the course will focus on Access 2002, Excel 2002 and PowerPoint 2002 in the Microsoft Office Suite.

It is critical to gain a solid foundation in these common PC applications so that you can acquire new skills independently after this course is complete. Thus, the goal of this course is NOT to have you merely learn these Microsoft packages, but to learn: 1) the concepts behind word processing, spreadsheets, etc., 2) the types of problems to which each application can be applied, and 3) the general problem solving approach!

LEARNER OUTCOMES

By the end of this course you should be able to:

1. Create a document using a template in Microsoft Word. The document will contain a table of contents, multiple font types and points, sections, bullets, indents, automatic pagination, columns, headers, footers, tables, images, and inserted spreadsheet data.
2. Create a database with Microsoft Access consisting of at least three tables with add, change, delete and report capabilities. At least one query for each table will be developed and one additional query pulling data from joined tables.
3. Create a series of related spreadsheets that use functions, macros, tables and charts with Microsoft Excel.
4. Create presentations using Microsoft PowerPoint.

5. Describe the process of selecting the appropriate software for applications in the following:
 - a. word processing
 - b. spreadsheet computations
 - c. presentation graphics
 - d. Internet applications
6. Enhance your personal productivity and problem solving skills using knowledge work tools (spreadsheets, databases, presentation graphics, & word processing) expected of end-users. Students will improve their skills as knowledge workers through effective and efficient use of integrated software.

MODES OF LEARNING

Multi-media lectures; Classroom discussions; Hands-on closed-laboratory activities (each student sits at a PC working on an assigned laboratory assignment); Course readings and requirements; Homework projects based on lecture/laboratory topics.

STATEMENT ON ACCOMODATIONS FOR CSC 200

Students with disabilities and diverse learning needs are welcome in this class. Students with diverse backgrounds and experiences add greatly to the quality of a course. Students with disabilities who require accommodations are strongly encouraged to speak to me within the first three class sessions. These students will need to contact the Disabilities Resource Office located in EN15 (392-6828) and provide formal documentation of a disability. If you would like to speak with me about other information, such as emergency medical information, or arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

If you need any help understanding the course material or meeting the course requirements, you are encouraged to make an appointment to meet with me. All students are expected to acquire the basic knowledge and competencies outlined in the learning outcomes in this syllabus. If you are concerned about your success in this course, or you experience difficulty (C or lower) on the first exam or assignment, I would urge you to speak to me privately for support and suggestions in improving your performance. All information and inquiries will be kept confidential.

COURSE CONTENT OUTLINE

Week	Topic	Projects Due or Exam
1	Review Microsoft Word 2002	
2	Microsoft Excel – Project #1	Due: Word Resume
3	Microsoft Excel – Project #2	
4	Microsoft Excel – Project #3	Due: Excel #1, #2
5	Microsoft Excel – Project #4	
6	Microsoft Excel – Project #5	Due: Excel #3, #4
7	Exam on Microsoft Excel	Due: Excel #5 & Exam
8	Microsoft Access – Project #1	
9	Microsoft Access – Project #2	
10	No Classes - Spring Break	
11	Microsoft Access – Project #3	Due: Access #1, #2
12	Microsoft Access – Project #4	
13	Microsoft Access – Project #5	Due: Access #3, #4
14	Exam on Microsoft Access	Due: Access #5 & Exam
15	Microsoft PowerPoint – Project #1	
16	Microsoft PowerPoint – Project #2	
17	Exam on Microsoft PowerPoint	Due: Powerpoint #1, #2 & Exam

REQUIRED TEXTS

Shelly, Cashman, & Quasney, *Microsoft Excel 2002: Complete Concepts and Techniques*, Course Technologies (Thomson Learning), Cambridge, MA 2002. (ISBN: 0-7895-6278-2)

Shelly, Cashman, & Pratt, *Microsoft Access 2002: Complete Concepts and Techniques*, Course Technologies (Thomson Learning), Cambridge, MA 2002. (ISBN: 0-7895-6281-2)

Shelly, Cashman, & Sebok, *Microsoft Powerpoint 2002: Complete Concepts and Techniques*, Course Technologies (Thomson Learning), Cambridge, MA 2002. (ISBN: 0-7895-6285-5)

You will need all of these books as the majority of projects and assignments will be given directly from the texts. Quizzes and exams will be based on the above texts as well.

COURSE REQUIREMENTS

- Email and Internet access will play an important part in this course. It is essential that you have and check your MySCSU account regularly. (Note: you can forward your mail from your MySCSU account to an e-mail account that you check regularly by going to the AutoForward link under the Options tab on your MySCSU e-mail account).
- You should have several disks (floppy or Zip). Disks should be brought to lab to save lab assignments and homework projects. Also, you are responsible for keeping backups of all work that you submit.
- Attendance is mandatory and will be taken at the start of every class.

EVALUATION CRITERIA

Computer Projects:	65%
❖ 13 Projects, each graded 0 through 5 points	
Examinations	25%
❖ Exam #1 on Microsoft Excel	
❖ Exam #2 on Microsoft Access	
❖ Exam #3 on Microsoft PowerPoint	
Attendance & Participation	10%

ACADEMIC DISHONESTY

Any form of academic misconduct will result in a failing grade for the course and a referral to the Dean for further disciplinary actions. Academic misconduct is outlined in detail in the *SCSU Student Handbook* (pp 97-114). Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; and presenting, as one's own ideas or words of another person or persons for academic evaluation without proper acknowledgement.

TENTATIVE COURSE CALENDAR

Examinations will be given and assignments will be due approximately during the week indicated under "Course Content Outline". Specific due dates will be announced in class, with at least 1-2 weeks advanced notice.

STANDARDS GUIDELINES		
INTASC (Interstate New Teachers' Assessment & Support Consortium) Criteria	ABET's Computing Accreditation Commission's Criteria for Information Systems (IS) Programs	CCCT (Connecticut Common Core of Teaching) Criteria
<p>SCHOLARSHIP</p> <ol style="list-style-type: none"> 1. Knowledge of subject matter 2. Knowledge of human development & learning 3. Instruction adapted to meet diverse learners 4. Use of multiple instructional strategies & resources <p>ATTITUDES & DISPOSITIONS</p> <ol style="list-style-type: none"> 5. Effective learning environment created 6. Effective communication 7. Lesson planning <p>INTEGRITY</p> <ol style="list-style-type: none"> 9. Reflection and professional development <p>LEADERSHIP</p> <ol style="list-style-type: none"> 8. Assessment of student learning to improve teaching <p>SERVICE</p> <ol style="list-style-type: none"> 10. Partnership with school and community 	<ol style="list-style-type: none"> 1. INFORMATION SYSTEM TOPICS <ol style="list-style-type: none"> a. Coverage of fundamental IS material b. Basic coverage of HW, SW, modern programming language, data management, networking & telecommunications c. Coverage of role of IS in organizations d. Inclusion of theoretical foundations, analysis & design principles e. Exposure to various information & computer systems f. Proficiency in a modern programming language 2. INFORMATION SYSTEMS ENVIRONMENT <ol style="list-style-type: none"> a. Preparation for functioning effectively as IS professional in the IS environment 3. QUANTITATIVE ANALYSIS <ol style="list-style-type: none"> a. Inclusion of Statistics b. Inclusion of Calculus and/or /Discrete Mathematics 4. ADDITIONAL AREAS <ol style="list-style-type: none"> a. Development & application of oral & written communication skills b. Coverage of global, economic, social & ethical implications of computing c. Development and application of collaborative skills 	<p>DEMONSTRATION OF KNOWLEDGE</p> <ol style="list-style-type: none"> 1.1 Understanding of student learning & development 1.2 Understanding of need for different learning approaches 1.3 Proficiency in reading, writing and mathematics 1.4 Understanding of central concepts & skills, tools of inquiry and structures of discipline(s) 1.5 Knowledge of how to design and deliver instruction 1.6 Recognition of need to vary instructional methods <p>APPLICATION OF KNOWLEDGE</p> <ol style="list-style-type: none"> 2.1 Instructional planning based upon knowledge of subject, students, curriculum & community 2.2 Selection and/or creation of learning tasks that make subject meaningful for students 2.3 Establishment and maintenance of appropriate behavior standards and creation of positive learning environment 2.4 Creation of instructional opportunities supporting students' academic, social and personal development 2.5 Use of verbal, nonverbal and media communication fostering individual and collaborative inquiry 2.6 Employment of various instructional strategies in support of critical thinking, problem solving and skills demonstration 2.7 Use of various assessment techniques to evaluate student learning & modify instruction <p>DEMONSTRATION OF PROFESSIONAL RESPONSIBILITY</p> <ol style="list-style-type: none"> 3.1 Professional conduct in accordance with the Code of Professional Responsibilities for Teachers 3.2 Shared responsibility for student achievement and well-being 3.3 Continuous self-evaluation regarding choices & actions on students and school community 3.4 Commitment to professional growth 3.5 Leadership in the school community 3.6 Demonstrations of a commitment to students and a passion for improving the profession