

CS 104 - Software Applications

Fall 2008

Section 1207 11:50a.m. to 1:00p.m. M W F

Instructor: Jonathan Pikalek

Office: Ivers 234E

E-mail: pikalek@cord.edu

Web: <http://www.cord.edu/faculty/pikalek/>

Phone: 299-4237

Office hours: Tuesday 10:30a.m.-12p.m., 1p.m.-3:00p.m.

Thursday 10:30a.m.-12p.m., 1p.m.-2:00p.m.

Additional times available by appointment

Overview:

"An in-depth introduction to common applications of the microcomputer. The student will learn to use Windows, word processing, spreadsheets, presentation and database software. The class is taught in a lab setting. (Credit not given for a computer science major or minor.)" [1]

Goals:

Master basic computer terminology.

Use a word processor to write papers and reports.

Create and maintain spreadsheets and perform advanced functions on the data.

Create and maintain databases and perform basic queries.

Create multimedia presentations to communicate ideas.

Combine the functionality of multiple office suite applications.

Create basic web pages.

Required Texts:

New Perspectives Office 2007 Windows XP Edition & companion SAM software.

New Perspectives on Microsoft Office Excel 2007, Comprehensive.

Attendance:

"Regular attendance and participation in class is critical to a student's success at Concordia College. Because any absence, excused or unexcused, detracts from the learning experience, students are expected to attend all classes." [2] If you are absent, you are responsible for learning materials covered during class.

Grading:

Assignments are due at the beginning of class on the date indicated by the schedule. Late work will be subject to a 10% per day penalty. Assignments will account for 55% of your overall grade.

Exams will account for 30% of your overall grade. Since later materials depend on earlier materials, exams will be semi-comprehensive; however the emphasis will be on materials covered since the last exam. Makeup exams will only be allowed for situations arranged with the instructor prior to the exam (and only for a very compelling reason) or for an illness or injury verified by a doctor's statement.

A final project will be used in place of a final exam and will combine many of the concepts and applications covered during the semester. The details of the project will be provided around the middle of the semester. The project will be worth 15% of your final grade and will be due by the time scheduled for the final exam.

The tentative grade cut off scale is as follows:

94% A	90% A-	
87% B+	84% B	80% B-
77% C+	74% C	70% C-
67% D+	64% D	60% D-

Academic Honesty:

You are expected to read and understand Concordia's policies regarding academic integrity [3]. While students are allowed and encouraged to collaborate on assignments (especially web page related assignments), it is imperative that as an individual you each understand the material and concepts covered by an assignment. Since academic dishonesty is expected to be rare to non-existent, infractions will be handled in a case by case manner.

Special Needs:

If you require special accommodations in this course, please contact the Counseling Center in Academy Hall 106 (299-3514).

General Advice:

The best way to learn office software skills is to use office software. Students are encouraged to apply skills learned in this course to assignments in other courses and personal projects.

Plan ahead: it's easy to casually glance at an assignment and underestimate the amount of time required to complete it. Set aside ample time to complete your assignments.

Later topics are highly dependent on early material. Falling behind early on will make learning subsequent material significantly more difficult.

Experiment with the software and collaborate with your peers. There is rarely a single way to accomplish a given task. Some methods may be better suited to a given situation than others.

Collaboration means more than copying. You must take responsibility for understanding the materials. Remember, exams will be a zero collaboration environment.

[1] 2007-08 Academic Catalog:

http://www.cord.edu/academic/catalog/departments/c_scdept.course.html

[2] College Handbook: General and Academic Policies - class attendance:

http://www.cord.edu/student/handbook/class_attendance.php

[3] College Handbook: General and Academic Policies – Academic Integrity:

http://www.cord.edu/student/handbook/academic_integrity.php