

# Saginaw Valley State University

## Department of Computer Science

### CS 160: Microcomputer Software Syllabus

**Instructor:** Nicole L. Ryan

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**Class Meets:** Monday / Wednesday  
ES 214, 11:30 AM – 12:50 PM

**Office hours:** Monday / Wednesday, 9:30 – 10:00 AM  
ES 220 (or by appointment.)

**Website:** <http://www.svsu.edu/~nryan>  
<http://nryan.com>

**Text:** Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition (1-4188-4327-x)

**Prerequisites:** NONE

**Credits:** 3

### Course Description

This course is designed to give students an overall understanding of microcomputer software including the operating system, as well as, word processing, spread sheet, and database applications. Through comprehensive lab exercises, the students will have the opportunity to apply many of the concepts covered within the class discussions.

There will be two exams, the Midterm and the Final Exam, which will be based on the information from the text, lecture notes, assignments, and class discussions. A study guide or practice test will be given before each exam. Class attendance and participation is crucial to the student's understanding of the course objectives.

Summarization of the total points available in this course.

Midterm exam .....	100
Final exam .....	100
PowerPoint Presentation .....	100
Student Weblogs .....	120
Assignments .....	180

Total possible points 600.

### Grading Scale

The following scale will be used to compute your final letter grade.

Letter Grade

A-	90 ~ 92	A	93 ~ 96	A+	97 ~ 100
B-	80 ~ 82	B	83 ~ 86	B+	87 ~ 89
C-	70 ~ 72	C	73 ~ 76	C+	77 ~ 79
D-	60 ~ 62	D	63 ~ 66	D+	67 ~ 69
F-	0 ~ 52	F	53 ~ 56	F+	57 ~ 59

## Class Policies

1. All assignments are due at the beginning of class. Students are encouraged to discuss any problems meeting assignment deadlines with the instructor. Assignments may be accepted after their due dates with approval from the instructor.
2. Students will have advance notification of the examinations. Exams must be taken in class, as scheduled.
3. Attendance is very important to the overall understanding of the course material. Students ***should*** notify the instructor when they will not be able to attend the class session. Students will be responsible for all the material covered during their absence.
4. Plagiarism is not allowed and will result in a failing grade for the assignment. A second offense will result in a failing grade for the course.
5. Students are responsible for their individual user accounts provided through Saginaw Valley State University.
6. Students are required to review the acceptable use policies of Saginaw Valley State University.
7. Students with disabilities that may restrict their full participation in course activities are encouraged to contact the Office of Disability Services (Wicks 145) for assistance.

## Class Activities

1. Researched PowerPoint Presentation Project: Students will select a topic to research and present it in a 15 – 20 slide PowerPoint presentation in class.
2. Individual assignments corresponding to each chapter will be assigned on a weekly basis. These will be due the following week at the beginning of class unless otherwise stated.
3. Student Weblog Project: Students will create a weblog which will serve as a place to post research findings related to assigned topics in class.

## Assignment Descriptions:

Learn it Online (LIO): Learn It Online is a series of online student exercises that test your knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is a student assignment that helps you to reinforce the skills and apply the concepts you learned in this chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is a student assignment that challenges you to extend the skills you learned in this chapter and to experiment with new skills. You may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is a student assignment that requires you to analyze a presentation and correct all errors and/or improve the design.

Cases and Places (CP): Cases and Places is a series of student assignments where you apply your creative thinking and problem solving skills to design and implement a solution In the Lab (Lab): In the Lab is a series of student assignments that ask you to design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.

### Tentative Course Outline

The course outline above is provided to give students an overall scope of the material that will be covered during the semester. I may adjust the outline of the course based on the overall performance of the class.

<b>Week</b>		<b>Topic</b>
<b>1</b>	8/31	Course Introduction   PowerPoint Chapter 1
	9/2	Create Weblogs   Research Assignment 1
<b>2</b>	9/7	NO CLASS – LABOR DAY RECESS
	9/9	PowerPoint Chapter 2
<b>3</b>	9/14	PowerPoint Chapter 3 and Web Feature
	9/16	Research Assignment 2
<b>4</b>	9/21	Word Chapter 1
	9/23	Research Assignment 3
<b>5</b>	9/28	Word Chapter 2
	9/30	Research Assignment 4
<b>6</b>	10/5	Word Chapter 3 and Web Feature
	10/7	Research Assignment 5
<b>7</b>	10/12	PowerPoint Project Presentations
	10/14	PowerPoint Project Presentations   Review for Midterm
<b>8</b>	10/19	Midterm
	10/21	Research Assignment 6
<b>9</b>	10/26	Excel Chapter 1
	10/28	Research Assignment 7
<b>10</b>	11/2	Excel Chapter 2
	11/4	Research Assignment 8
<b>11</b>	11/9	Excel Chapter 3 and Web Feature
	11/11	Research Assignment 9
<b>12</b>	11/16	Access Chapter 1
	11/18	Research Assignment 10
<b>13</b>	11/23	Access Chapter 2
	11/25	NO CLASS – THANKSGIVING BREAK
<b>14</b>	11/30	Access Chapter 3 and Web Feature
	12/2	Wrap up Weblog Projects
<b>15</b>	12/7	Weblog Research Presentations
	12/9	Review for Final Exam
<b>16</b>	12/14	FINAL EXAM