CpSc 210, Productivity Software
Syllabus: Spring, 2012

Catalog Description: An in-depth, practical study of existing productivity software packages that focuses primarily on decision-support systems for microcomputers. Projects will involve the use of intermediate and advanced features of various software packages, as well as the use of several packages in finding computer-based solutions to information storage and retrieval problems. Prerequisite: microcomputer proficiency. 3 credits.

Section	Time	Place
6	MWF 1:00-1:50 p.m.	ATS 130

Instructor	Phone	Email	Office
Michael P. Conlon, Ph.D.	724-738-2143	michael.conlon@sru.edu	252 ATSH

Office hours:

Day	Mon	Tue	Wed	Thu	Fri
Time	11 a.m.-12 m.		2 p.m.-4 p.m	11 a.m.-12 m.	11 a.m.-12 m.

Text: Microsoft Office Excel 2007 in Business; Manzo, Pearson Prentice Hall, © 2008. ISBN 0-13-613986-8 and 978-0-613986-7.

Exam dates:

Section	Exam 1	Exam 2	Final
6	Wed., Feb. 20	Fri., Apr. 4	Thu., May 10, 1:00-3:00 p.m.

Grading:

Exams	Labs & Projects	Attendance
40%	50%	10%

Grading Policy: Assignments will be accepted only at or before the date and time when they are due. Exceptions to this policy will be made only in extraordinary circumstances. You are expected to maintain at least two copies of all class work, one on the *H* drive and on on your own USB flash memory stick. No allowance will be made for lost work.

Microcomputer Proficiency: Microcomputer proficiency is the prerequisite for this course. Completion of CpSc 110 or CpSc 130, or success on the university's computer competency exam is sufficient. Otherwise, it is assumed that you have become proficient in microcomputing by some other means, and understand such practices as using application programs, saving and backing up files, managing Microsoft Windows or a similar operating environment, accessing your SRU email and emailing files, and protecting your computer and its data against malware and crashes. If you do not possess such proficiency, I urge you to take CpSc 110 before taking this course. *I will not be sympathetic to students who take this course unprepared.*

Attendance, reading, and participation: You are expected to attend every class and to arrive on time. Do not expect to be admitted to class if you are late. Lateness will be treated as an absence. Please do all assigned reading *before* the class in which it is covered. You are expected to attend and participate in class, and you must do the reading and homework to participate. Use of electronic entertainment devices during class is prohibited.

Plagiarism policy: Students determined guilty of plagiarism or cheating will receive a failing grade for the course. Do not allow others to access your files. While I encourage cooperation in study, please ensure that all assignments are your own work.

Copyright notice: By registering in this course you grant the SRU Computer Science Department permission to copy any of your work from the course for use in assessment or accreditation processes, provided that information that can identify you, such as your name, does not appear in the copies.

Exams: Exams may cover both text and lecture material; some text material may not be covered in class. If you must be absent for an examination, please see me one week in advance to make alternate arrangements to take the exam. Please take care of bodily needs before coming to an exam: you will not be permitted to leave the room during an exam until your paper is handed in. All electronic computation, communication, and entertainment devices must be turned off and put away during exams. Use of such devices during an exam will be considered cheating.

Miscellaneous: Make sure your name is on your USB flash memory stick; put it on both parts if the cover is not permanently attached.

Course Outcomes: This course and its outcomes support the Information Systems Learning Outcomes of *Problem Solving and Critical Thinking* (PS&CT), *Communication and Interpersonal Skills* (C&IS), and *Ethical and Professional Responsibilities* (E&PR). These Information Systems Learning Outcomes are tied directly to the University Wide Outcome of *Critical Thinking and Problem Solving, Communication*, and *Values and Ethics*.

Objectives	Strategies	Assessment Methods
The student will be able to:	Together, the students and the professor will:	The student will:
1. Identify the relationship of hardware and software in the performance of a computer system [PS&CT b, e] 2. Utilize the intermediate and advanced features of software applications to solve intermediate to complex information storage and retrieval problems. [PS&CT b, c] 3. Identify and describe the components of data communication systems and a decision support system. [C&IS b]	1. Discuss in detail the past present, and future data processing technologies. 2. Review the fundamental features of modern software applications and discuss in detail the intermediate and advanced features of such applications. 3. Study the hardware and software components of local area networks and data communications in general. 4. Discuss in detail file management techniques. 5. Thoroughly investigate security issues and backup and retrieval options. 6. Study the issues related to the ethical, moral, and legal use of software and hardware technology. 7. Discuss in detail the selection, evaluation, and management of software packages.	1. Answer chapter exercises or questions presented by the instructor. 2. Demonstrate skill in solving problems using various software applications and the integration of such applications; the assigned problems could be assigned as individual or group projects. 3. Complete graded exams/quizzes that assess knowledge of software and hardware fundamentals and application software.

Calendar (tentative):

Date		Topic	Text Readings	Assignments
Jan	23	Windows		
	25	File Management: Windows Explorer.		
	27	Classic (Apple) User Interface		
	30			
Feb	1	Toolbars and Microsoft's Ribbon	Manzo, Ch. 1, 2	Skills Exams, pp. 17, 69
	3	Word Processors		
	6	A business letter; a resume		
	8			
	10	Styles. Brochure.		
	13	Backup and Recovery		
	15	Book-scale Document		
	17			
	20			
	22	Exam 1		
	24	Packet Switching, Routers, and the Internet		
	27	Local Networks and Connecting to the Internet		
	29	Excel: formulas and functions	Manzo, Ch. 3	Skills Exam, p. 123
Mar	2			
	5	Excel: evaluating data	Manzo, Ch. 4	Skills Exam, p. 166
	7			
	9	Excel: Charts	Manzo, Ch. 5	Skills Exam, p. 224
	19			
	21	Excel: financial planning and accounting	Manzo, Ch. 6	Skills Exam, p. 279
	23			
	26	Excel: date, text, and *is* functions	Manzo, Ch. 7	Skills Exam, p. 333
	28			
	30	Excel: managing large data sets	Manzo, Ch. 8	Skills Exam, p. 386
Apr	2			
	4	Excel: scenario tools, and advanced statistics	Manzo, Ch. 9	Skills Exam, p. 445
	6			

Date		Topic	Text Readings	Assignments
	9	Excel: external data	Manzo, Ch. 10	Skills Exam, p. 492
	11			
	13	Exam 2 (Study *Review Questions* at end of each chapter.)		
	16	Database: Popular DBMS's, the Database Definition		
	18	Entity-Relationship Diagrams specify a database		
	20			
	23	A database for Ajax Fishing Charters		
	25			
	27			
	30	A database for a recording collection		
May	2			
	4			
	10	Final exam, 1-3 p.m.		