

# MS183/184 Introduction to Computer Methods & Applications

## COURSE SYLLABUS - Fall 2006 Course Description

This course introduces students to the fundamental concepts of popular application software included in Microsoft (MS) Office 2003 and MSOE's on-line learning systems. MS183 covers WebCT, MSOE Library resources, MS Word, MS Excel, and MS PowerPoint. MS184 covers the same topics and MS Access. Topics for MS183 (2 quarter credits) are completed at the end of Week 8 of the quarter. Topics for MS184 (3 quarter credits) are completed at the end of Week 11. The course materials are presented in a "hands-on" style. Class meetings are conducted in tutorial style. Attendance is not considered part of the course evaluation and grade.

Course requirements are in two categories:

1. Skills Assessments. The student must demonstrate achievement of specific software skills during in-class skills assessments. Specific skills are detailed in a separate document titled *MS183/184 Skills Assessment Checklist*. The skills assessments are evaluated on a Pass/Fail basis. Skills assessments may be repeated.
2. Course Assessment Assignments. The MS184 student must submit FOUR specific assignments detailed below in the section titled *Course Assessment Assignments*. (MS183 must submit THREE). The student must demonstrate proficiency with specific software resources with each assignment. These assignments are evaluated and graded by the instructor and must be submitted electronically via WebCT on or before the due date listed in the *Weekly Schedule* below.

### Course Objectives

Upon completion of this course, the student will demonstrate the skills necessary to effectively use Microsoft Office programs. The student will prepare a personal career planning and assessment guide that effectively uses the various functions associated with Microsoft Office programs. These will include:

- A comprehensive Word document that defines the student's career goal, reports on research the student has conducted on specific aspects of the desired career goal including skills needed and potential employers, describes how a degree from MSOE will prepare the student to achieve this goal, and discusses how the student will measure successful achievement of goals at MSOE.
- An Excel workbook that includes text and numeric data on local, national and international job opportunity projections in next five years. The workbook will include multiple worksheets that demonstrate competence in formatting, integration of simple statistical functions, enhanced display, and basic graphical data displays.
- A PowerPoint presentation based on the personal career planning and assessment document.
- An Access database that includes detailed information on at least three potential employers that fit the student's career goal.

Successful completion of this course will be based on the student demonstrating specific skills as detailed in the MS-183/MS-184 Skill Assessment Checklist and through completion of the Course Assessment Assignments.

## **Textbook & Other Learning Resources**

- Rutkosky, Nita Hewitt. (2004). *Microsoft Office 2003: Specialist Certification*. Paradigm Publishing, Inc.: St. Paul. ISBN 0-7638-2053-9.
- Online Student Resources at:  
[http://www.emcp.com/college\\_resource\\_centers/index.php?GroupID=5065](http://www.emcp.com/college_resource_centers/index.php?GroupID=5065)
- MSOE Laptop is required for this course.
- Access to the Internet is required for this course.

## **Instructor Information**

Jeffrey Blessing, Ph.D.

Associate Professor and Director – Management Information Systems

R-305

414-277-7194

blessing@msoe.edu

<http://www.msoe.edu/~blessing>

*Hours:*            Mon thru Thr: 10:00am – 10:50am;  
                         Mon, Wed:    3:00pm – 3:50pm, and by appointment  
                         Fri                    9:00am – 9:50am

## **Accommodations for Students with Disabilities**

Students needing special accommodations should contact the instructor as early as possible. All information will be kept confidential.

## **Course Topics**

### ***Windows XP Topics***

- Identify major Desktop icons
- Start button, Taskbar, and Clock
- Control Panel functions
- Installing MSOE network printers
- Document manager
- My Computer functions
- My Pictures functions
- My Music functions
- My Network Places – setting up VPN and dial-up connections
- Remote access to e-mail
- Search function
- Run function
- Windows updates
- NAL access and programs

### ***WebCT Topics***

- Accessing WebCT
- Using WebCT e-mail
- Using the Discussion areas
- Using Chat
- Downloading course material from WebCT
- Posting assignments
- Reviewing grades through the Grade Book

### ***MSOE Library Topics***

- Online article databases
- Librarian support
- MSOE Style Guide

### ***CCSD Topics***

- Virtual Private Network set up
- Printer selection and set up
- CCSD resources
- CCSD support

### ***Word 2003 Topics***

- Title bar, Menu bar, Ruler, and basic commands
- Creating, saving, and printing documents
- Opening a new document (templates)
- Setting defaults
- Macros and styles
- Formatting text
- Formatting paragraphs and settings
- Formatting documents – page numbering, breaks, etc.
- Using headings and subheadings
- Spell checker and grammar
- Copy and paste functions
- Find and replace functions
- Bullets and numbering
- Index and Table of Contents
- Borders and shading
- Columns
- Tables
- Footnoting
- Adding visuals
- Editing (Tracking) and comment functions
- Merging documents
- Headers/footers

### ***Excel 2003 Topics***

- Elements of an Excel Workbook – toolbars, drop-down menus, icons, tabs, worksheet area
- Planning and creating worksheets, entering data, copying and moving data, saving, print preview, printing
- Customizing default settings
- Automatic entering and format features
- Using the help feature
- Applying formatting – changing column and rows, formatting cells, borders and shading
- Inserting/deleting columns, rows and cells
- Using formulas – AutoSum button, insert function button, writing formulas with mathematical operators
- Formatting worksheet page – layout, headers/footers, margins, page breaks, hiding columns/rows, setting print area

- Sorting data, using pivot tables, importing/exporting data
- Creating charts and graphs

### ***PowerPoint 2003 Topics***

- PowerPoint title bar, menu bar, and tool bars
- Creating new slides
- Applying design templates
- Organizing slides
- Adding visuals to slides
- Adding charts/tables to slides
- Printing slides and handouts
- Creating an outline

### ***Access 2003 Topics***

- Planning and organizing data in a database table – fields, data types, create tables
- Entering data in a table, printing a database table, modifying a table, saving
- Creating relationships between database tables
- Performing queries and filtering records
- Creating forms and entering data via forms
- Creating reports, enhancing report design, printing reports
- Exporting and importing data

### **Skills Assessment**

The first step in successfully completing this course requires the student demonstrate, to the instructor, proficiency in using the tools and functions, as specified in the *Skills Assessment Checklist* available as a separate document for this course. The student does not receive a grade, but is evaluated on a Pass/Fail basis.

The student must schedule a time to meet with the instructor for this demonstration. This can be during a regularly scheduled class period, or at another time at the convenience of the instructor. More details of this assessment will be discussed during a class session.

### **Course Assessment Assignments**

The following are the assignments that the student must complete successfully. These are graded assignments and are due on or before the date indicated by the instructor. Students will submit these assignments using WebCT.

1) Prepare a formal report using Word that focuses on the student's career aspirations. The formal report will include a title page, table of contents, text, and bibliography. All sources used must be documented using the MSOE Undergraduate Style Guide. The formal report should have the following sections:

- Student's Career Goal. This should include a definition of the career goal (supported with outside sources), discussion of the career path the student intends to take, the reason for choosing this career goal, and a detailed description of the types of job opportunities the student can look forward to.
- MSOE Degree Path: This should discuss how an MSOE degree will contribute to the student's career goal. This should also identify the specific courses the student believes will benefit the student in achieving his or her goal. This should be presented in a table that includes course number, course description, and term the course will be taken.

- **Career Goal Assessment:** This will discuss how the student will assess successful achievement of the career goal along with how success at MSOE will be assessed or measured.

2) Using the Internet, develop a list of at least ten companies or organizations that would be potential employers based on the student’s career goal. Create an Excel worksheet that includes all the pertinent information about the company, which could include address, location of facilities, annual revenues, number of employees, URL, etc. The workbook should also include text and numeric data on local, national and international job opportunity projections in next five years. It will include multiple worksheets that demonstrate competence in formatting, integration of simple statistical functions, enhanced display, and basic graphical data displays. Be sure to maintain a list of sources from which you obtained this information.

3) Create a PowerPoint presentation using the information from Assignment #1. The PowerPoint presentation should include:

- ⌚ A title slide
- ⌚ Slides should use one of the PowerPoint design templates
- ⌚ Slide transitions and animation
- ⌚ Use of a chart within a slide
- ⌚ Use of a table within a slide
- ⌚ Use of clip art within a slide
- ⌚ Use of a hyperlink within a slide
- ⌚ Link Assignment #4 spreadsheet within a slide
- ⌚ Student's name and course number in slide footer
- ⌚ A summary slide

4) (MS-184 Only) Create an Access database that includes the companies you researched in Assignment #2. Design the database tables with fields to track and monitor employment opportunities, contact people and other research you collect to use for a potential interview. Prepare a form to input and maintain data. Create and print a report specific to the data you have on each company.

### Weekly Schedule

Computer Application	Topics	Textbook Readings & Practice Exercises* (see note below)	Course Assessment Assignment Due Dates
<b>Week 1</b> MS183/184	Microsoft XP, WebCT, MSOE Library, Word 2003	XP, WebCT, and Library Orientation Editing and Formatting Documents Formatting Characters and Using HELP	<b><u>Office 2003 &amp; XP</u></b> GS1-12 W1-28 <b><u>Word Chapter 1</u></b> S1-34 <b><u>Word Chapter 2</u></b> S35-63
<b>Week 2</b> MS183/184	Word 2003	Formatting Paragraphs Formatting Documents	<b><u>Word Chapter 3</u></b> S65-104 <b><u>Word Chapter 4</u></b>

Maintaining Documents	S105-146 <u>Practice Exercises</u> <i>Assessment 1-4</i> <i>Pages S147-154</i> <b><u>Word Chapter 5</u></b> S157-199		
<b>Week 3</b> MS183/184	Word 2003	Customizing Documents Creating Tables and Charts Enhancing Documents	<b><u>Word Chapter 6</u></b> S201-247 <b><u>Word Chapter 7</u></b> S249-293 <b><u>Word Chapter 8</u></b> S295-343 <u>Practice Exercises</u> <i>Assessment 5-8</i> <i>Pages S345-352</i>
<b>Week 4</b> MS183/184	Excel 2003	Elements of an Excel Workbook – toolbars, drop-down menus, icons, tabs, worksheet area Planning and creating worksheets, entering data, copying and moving data, saving, print preview, printing Customizing default settings Automatic entering and format features Using the help feature Applying formatting – changing column and rows, formatting cells, borders and shading Inserting/deleting columns, rows and cells	<b><u>Excel Chapter 1</u></b> S1-S32 <u>Practice Exercises</u> <i>Assessment 1-4</i> <i>Pages S30-S31</i> <b><u>Excel Chapter 2</u></b> S33-S53 <u>Practice Exercises</u> <i>Assessment 6</i> <i>Page S67</i> Assignment #1

<b>Week 5</b> MS183/184	Excel 2003	Using formulas – AutoSum button, insert function button, writing formulas with mathematical operators Formatting worksheet page – layout, headers/footers, margins, page breaks, hiding columns/rows, setting print area	<b>Excel Chapter 3</b> S69-S85 <u>Practice Exercises</u> Assessment 1 & 2 Pages S93-S94 <b>Excel Chapter 4</b> S97-S114 S122-S130 <u>Practice Exercises</u> Assessment 2 & 7
----------------------------	------------	---	---

Page S134 & S135

<b>Week 6</b> MS183/184	Excel 2003	Sorting data, using pivot tables, importing/exporting data Creating charts and graphs	<b>Excel Chapter 7</b> S213-S240 <u>Practice Exercises</u> Assessment 1 Page S237	Assignment #2
<b>Week 7</b> MS183/184	PowerPoint 2003	Preparing a PowerPoint Presentation Modifying a Presentation and Using HELP Formatting Slides Adding Visual Appeal and Animation Adding Visual Elements	<b>PowerPoint Chapter 1</b> S1-38 <b>PowerPoint Chapter 2</b> S39-59 <b>PowerPoint Chapter 3</b> S61-89 <b>PowerPoint Chapter 4</b> S91-119 <b>PowerPoint Chapter 5</b> S131-162 <u>Practice Exercises</u> Assessment 1-5 Pages S121-127	
<b>Week 8</b> MS183/184	PowerPoint 2003	Sharing and Connecting Data Linking and Embedding Objects and Files Sharing Presentations	<b>PowerPoint Chapter 6</b> S163-185 <b>PowerPoint Chapter 7</b> S187-209 <b>PowerPoint Chapter 8</b> S211-236 <u>Practice Exercises</u> Assessment 5-6 Pages S237-244	Assignment #3

<b>Week 9</b> MS184	Access 2003	Planning and organizing data in a database table – fields, data types, create tables Entering data in a table, printing a database table, modifying a table, saving Creating relationships between database tables	<b><u>Access Chapter 1</u></b> Pages S1-S40 <i><u>Practice Exercises</u></i> <i>Assessment 1</i> Page S36-S37 <b><u>Access Chapter 2 &amp; 3</u></b> Pages S41-S91 <i><u>Practice Exercises</u></i> <i>Assessment 1</i> Page S62-S-S64
<b>Week 10</b>	Access 2003	Performing queries and filtering	<b><u>Access Chapter 4</u></b>

MS184	records Creating forms and entering data via forms Creating reports, enhancing report design, printing reports	Pages S93-S107 <i><u>Practice Exercises</u></i> <i>Assessment 1</i> Page S126-S127 <b><u>Access Chapter 5</u></b> S141-S158 <i><u>Practice Exercises</u></i> <i>Assessment 1</i> Page S166 <b><u>Access Chapter 6</u></b> Pages S171-S185 <i><u>Practice Exercises</u></i> <i>Assessment 1 &amp; 2</i> Page S204-S205		
<b>Week 11</b> MS184	Access 2003	Exporting and importing data	<b><u>Access Chapter 7</u></b> Pages S209-S215 <i><u>Practice Exercises</u></i> <i>Assessment 1</i> Page S232	Assignment #4

- *Practice exercises are identified to provide the student with additional opportunities to build on their skills. They are NOT required and DO NOT need to be submitted to the instructor.*

## **Grading**

### **1. Skill Assessment (45%)**

- Word (15%)
- Excel (10%)
- PowerPoint (10%)
- Access (10%)

### **2. Course Assessment Assignments (55%)**

- Word Formal Report 25%
- Excel Employment Opportunities 10%
- PowerPoint Presentation 10%
- Access Database of Employment Opportunities 10%

### **MS-183 Grading**

MS-183 grades will be adjusted to reflect the elimination of the Access assignments from the grade.

## **Course Policies**

**Attendance:** Since this is primarily a self-paced course, attendance at class sessions is not required. Class sessions should be used to obtain help from the instructor and for scheduling Skill Assessments.

**Dropping Course:** The student is responsible for dropping this course. Instructors WILL NOT drop students from the course.

**Late Assignments:** The due date of assignments is given at the time of the assignment. Late assignments are penalized seven points for each class period, or portion of class period. The assignment is late after the beginning of class on the due date.

**Writing Caliber:** Each student is expected to submit written assignments at level that is acceptable for an academic institution. This includes using a typed format with the writing free from gross errors in grammar and spelling. For research documentation, students are expected to document their sources using the MSOE Documentation and Style Guide ([www.msoe.edu/gen\\_st/style](http://www.msoe.edu/gen_st/style))

**Submitting Assignments:** Assignments should be submitted electronically via the WebCT class site. All assignments should be submitted as an e-mail attachment.

**MSOE Policies:** This course will adhere to standard MSOE policies ([http://www.msoe.edu/registrar/proced\\_policies.shtml](http://www.msoe.edu/registrar/proced_policies.shtml)).