

SUNY at Old Westbury	
Course Syllabus	
Course Code & Name: Intro to Computer Applications CS1500 003 CRN 29936	Term: Fall 2006
Prerequisite: None	
Instructor: Glenn Dodd	Office Hours: Mon & Wed 2:50 pm - 4:30 pm A121
Days & Time: Tues & Thurs 8:20 – 10:00 pm Natural Science BLDG S105 Computer Lab A117	Contact Information: Phone: 516-876-4257 Email: doddg@oldwestbury.edu

COURSE DESCRIPTION:

This course is designed to provide the student with a comprehensive introduction to PCs. Topics include fundamental concepts, hardware components, software products, trends in computing, and an introduction to Microsoft Windows environment, including the use of the mouse and file management. Issues related to the impact computers have on society and current changes in technology are also discussed. Students will receive hands-on instruction in popular software applications including Microsoft Word, Excel, Access, and PowerPoint. Offered every semester.

COURSE OBJECTIVES

- Understand the components of a computer, how they are used and interact.
- Understand Microsoft Word and be able to use it to produce reports and other documents.
- Understand Microsoft Excel and be able to use it to produce spreadsheets for reports and other documents.
- Understand Microsoft Access and be able to use it to record and analyze data and produce output.
- Understand Microsoft PowerPoint and be able to use it to presentations.

MEDIA (Textbooks & Other Materials):

Office 2003 Introductory Concepts and Techniques
Premium Edition
Shelly, Cashman and Vermaat
ISBN: 1-4188-5931-1

Floppy diskettes or CD will be needed for submitted lab assignments and backup of your work

CS1500 Topics

Essential Introduction to Computers

Windows XP and Office 2003

1. Introduction to Microsoft Windows XP and Office 2003

Word 2003

1. Creating and Editing a Word Document
 2. Creating a Research Paper
 3. Creating a Resume Using a Wizard and a Cover Letter with a Table
- Web Feature: Creating Web Pages Using Word

Excel 2003

1. Creating a Worksheet and an Embedded Chart
 2. Formulas, Functions, Formatting, and Web Queries
 3. What-If Analysis, Charting, and Working with Large Worksheets
- Web Feature: Creating Static and Dynamic Web Pages Using Excel

Access 2003

1. Creating and Using a Database
 2. Querying a Database Using the Select Query Window
 3. Maintaining a Database Using the Design and Update Features of Access
- Integration Feature: Sharing Data among Applications

PowerPoint 2003

1. Using a Design Template and Text Slide Layout to Create a Presentation
 2. Using the Outline Tab and Clip Art to Create a Slide Show
- Web Feature: Creating a Presentation on the Web Using PowerPoint

GRADING:

Midterm	Tues 10/24/06	30%
Final	Tues 12/19/06	30%
Lab/Programs		30%
Participation and Class Performance		10%

All lab assignments must be turned in on a diskette/CD with the students name on the diskette/CD or in the *Digital Drop Box* from *BlackBoard* containing documented source code only. No undocumented assignments will be accepted. Labs may be handed in by email **only in emergencies** and will not be returned to the student. Ten Points per week will be deducted for lateness, no exceptions.

STUDENT RESPONSIBILITIES:

You are expected to attend all schedule class sessions in order to maximize your learning. If you must be absent from a class, it is your responsibility to contact your instructor to obtain all missed assignments. You should also make arrangements to obtain the class notes from another student. You are also expected to do all assigned readings; to complete all homework, laboratory assignments, and projects; to take all required assessments (exams, quizzes) and to come to class prepared to participate in all activities.

ATTENDANCE POLICY:

It is understood that illness or unforeseen circumstances will, on occasion, prevent class attendance. Excessive absences and habitual tardiness in attending class may have an adverse affect on class performance, the final grade for the course, and could result in the student failing the course.

Finally, while in class, students are expected to behave in a manner that is respectful of other students' right to learn. Therefore, disruptive behaviors of any kind will not be tolerated and such behaviors could affect a student's final grade or result in the student being removed from the class.

MISSED EXAMS

It is the responsibility of the student, to know when exams are being given. Exams that are missed will not be given a makeup unless a valid excuse is given for not being present for the exam. All missed exams will result in a zero for that exam. Only one make-up exam will be given for missed exams. There is no make-up for a make-up.

INCOMPLETE

A grade of Incomplete (I) may be assigned by the instructor when:

- Extenuating circumstances, such as accident or illness, make it impossible for the student to complete the course work by the end of the semester;
- The student has completed most of the course work at a passing level;
- The instructor expects that the student will be able to complete the remainder of the course requirements by the end of the following semester.

A grade of I remains in effect for one semester. A student must make appropriate arrangements with his/her instructor to complete the course requirements. The instructor will inform the student concerning the specific scope and nature of the work that must be completed.

To certify fulfillment of course requirements, the instructor is expected to submit a letter grade by the end of the following semester. If the instructor does not submit a grade, the Registrar will automatically assign a grade of F unless the instructor submits a written request to the Registrar for an extension, or the student has filed an application for CR/NC, in which case a grade of NC would be assigned. Students who are completing an incomplete should not register for that course in the semester that they are completing the incomplete.

ACADEMIC MISCONDUCT

The student is expected to complete the coursework on their own. Handing in someone else's work and copying of another student's paper during an exam is a violation of the Student Code of Conduct for the State University of New York at Old Westbury (see policies and definitions below).

ACADEMIC INTEGRITY

The following policies and definitions were taken from the college catalog of the State University of New York College at Old Westbury:

As is the policy of all SUNY institutions, students are expected to maintain the highest standards of honesty in their college work. Any act which attempts to misrepresent to an instructor or College official the academic work of the student or another student, or an act that is intended to alter any record of a student's academic performance by unauthorized means, constitutes academic dishonesty. Cheating, forgery, and plagiarism are considered serious offenses and are subject to disciplinary action.

Cheating

Cheating is defined as giving or obtaining information by improper means in meeting any academic requirements. Examples of cheating, although not inclusive, include: Unauthorized giving or receiving of information for an examination, paper, laboratory procedure, or computer assignment (file or printout); taking an examination for another student or allowing another student to take an examination for you; altering or attempting to alter a grade either on graded work or in an instructor's records or on any College form or record.

Plagiarism

Plagiarism is defined as the use of material from another author whether intentional or unintentional, without referencing or identifying the source of the material. If students have any questions as to what constitutes plagiarism, it is their responsibility to get clarification by consulting with the appropriate instructor.

Students with Disabilities

Office of Services for Students with Disabilities: If you have or suspect you may have a physical, psychological, medical or learning disability that may impact your course work, please contact Dr. Lisa Whitten, Interim Director, The Office of Services for Students with Disabilities (OSSD), Phone: 516-976-3009, Fax (516) 876-3005, TTD: (516) 876-3083. The office will help you a) determine if you qualify for accommodations and b) make arrangements to assure that you receive them. All support services are free and all contacts with the OSSD are strictly confidential. See <http://www.oldwestbury.edu/academics/disabilities.cfm> for more information.