CST 100 – Essential Computer Skills – Spring 2010

Michael Ruth, Ph.D.
  Course Meetings: M/W, 9:30am to 10:45am @ Schaumburg, Rm. 701
  Office(s) & Hours: (Also by appointment – email for time/location)
  SCH 600WW: M/W 11am – 12pm, W 5pm – 6:30pm | **Gage, Rm 506A**: T/Th 1:30pm to 3pm
  Email: mruth@roosevelt.edu   **Phone**: (312) 281-3303

Course Description:
  Basic hardware and software components of a PC; several of the most popular PC software applications including word processing, electronic spreadsheets, databases, Power Point, Internet Browsers, and Windows. A computer use course. **Note:** There are *no prerequisites*.

Course Objectives:
  • Discuss the history of computing and the Internet & its impact on society and business.
  • Identify and explain the functionality of the major components of computer systems.
  • Develop a working knowledge of Windows Vista operating system including the graphical user interface, file system, and its supplied utilities including Internet Explorer.
  • Demonstrate proficiency in solving real-world problems and creating professional documents, spreadsheets, databases, and presentations using Microsoft-based productivity software.

Textbook:
  New Perspectives on Microsoft Office 2007, First Course, Windows Vista Edition
  A. Shaffer, P. Carey, K. Finnegan, J. Adamski, & R. Ageloff
  ISBN: 978-1423906155

Grading (+/- grading is used)
  • Exam**s** (75%)
  • Assignments/Class Participation (25%)

Course Policies:
  • You only have **three free** absences. After that, you will be penalized a letter grade for each additional absence. Make them count!
  • *You are responsible* for all material covered and announcements regardless of delivery method.
  • *There will be no make-up examinations.*
    o *If you miss an exam __due to an emergency__, an exam of **my choice** will count for both!*
  • Late homework will be accepted, with or without penalties, at my discretion.
  • Arrive in class *on time* and *silence all noise-producing equipment*!

Disabilities:
  If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact the Office of Disabled Student Services, 310 Herman Crown Center, 312-341-3810, or e-mail nlitke@roosevelt.edu as early as possible in the term.

Academic Honesty:
   Any instance of academic dishonesty will result in a **zero** grade on that assignment/exam. Any second instance will result in an 'F' in the course. Each assignment/exam must represent *your own work.* You may discuss assignments with other students, but you cannot share any assignment artifacts. The RU grievance procedure can be found online: **http:// roosevelt.edu/current/judicial/**

Tentative **Course Schedule:**

Date	Topics
1/25	Introduction to CST 100/Computing at RU
1/27	Essential Computer Concepts
2/1	Exploring Windows Vista
2/3	Managing Your Files
2/8	Getting Started with Microsoft Office 2007
2/10	Excel I: Getting Started with Excel
2/15	Excel II: Formatting a Workbook
2/17	Excel III: Formulas and Functions
2/22	Excel IV: Charts & Graphics
2/24	Exam I Review
3/1	**Exam I (Concepts/Excel)**
3/3	Access I: Creating a Database
3/8	Access II: Building a Database
3/10	Access III: Maintaining and Querying a Database
3/22	Access IV: Creating Forms and Reports
3/24	Browser Basics
3/29	Creating Web Pages I
3/31	Creating Web Pages II
4/5	Exam II Review
4/5	**Last Day to Drop with a 'W'**
4/7	**Exam II (Access/IE/Creating Web Pages)**
4/12	Word I: Creating a Document
4/14	Word II: Editing and Formatting a Document
4/19	Word III: Creating a Multiple-Page Report
4/21	Word IV: Desktop Publishing & Mail Merge
4/26	PowerPoint I
4/28	PowerPoint II
5/3	Integrating Word, Excel, Access, & PowerPoint
5/5	Final Exam Review
5/12	**Final Exam (Word/PowerPoint)**