CS 0131, Software for Personal Computing

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Department of Computer Science
University of Pittsburgh

Spring 2013, Term 2134

Course Information

Lectures: Mon/Wed/Fri, 9:00–9:50am
Classroom: Sennott Square 5502
Section: 1090   **CRN:** 20290
Course Website: http://people.cs.pitt.edu/~timparenti/teaching/cs0131/

There is no recitation section for this course.

Instructor Information

Timothy J Parenti
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Mailbox: 288 (on the fifth floor of Sennott Square)

Office Hours: Mon/Wed/Fri, 9:50–10:30am; additional hours to be determined;
    and by appointment at http://meetme.so/timparenti
Email: timparenti@cs.pitt.edu

Email is the preferred means of communication; please put the text "[CS 0131]" in the beginning of your email's subject line to help me quickly identify it amongst other messages. For important matters, however, do not rely solely on email; arrange to talk to me in person if your schedule permits.

1   Course Description

1.1   Rationale

This course emphasizes a hands-on approach to learning several programs from the Microsoft Office 2010 suite; specifically, Word, Excel, PowerPoint, and Access. More generally, this course provides an introduction to computer applications to students majoring in areas other than computer science, regardless of their prior computing background.

In the modern age, personal computers have become an integral part of our personal and professional lives, revolutionizing the way we write documents, do mathematical calculations, study new information, and communicate with others. The effective and efficient communication of information and data is increasingly of critical importance. Quite often, the presentation and structure of a document is a key element in others' understanding and assimilation of its contents.

Although Microsoft Office is not the only "office productivity suite," similar products from other companies contain many of the same features. However, since Microsoft Office dominates the market and is the *de facto* standard in many industries, it is appropriate that we study and become familiar with its features. It is the goal of this course to equip students with the skills necessary to produce well-designed and effective documents. As students are required to apply it and expand upon it, the experience gained from this course will remain of high value to them as they aim to become more productive in their lives and to further their academic and professional careers.

1.2 Objectives

Upon successfully completing this course, students will be able to:

a. Describe the basic parts of a computer's hardware and software as well as their basic functionality.

b. Manage and use files and directories within a Microsoft Windows operating system.

c. Run common application programs and navigate Microsoft Office 2010 effectively.

d. Create, design, and modify files using software selected from the principal areas of personal computing, including:

    i. Word processing with Microsoft Word 2010,

    ii. Spreadsheets with Microsoft Excel 2010,

    iii. Presentations with Microsoft PowerPoint 2010, and

    iv. Relational databases with Microsoft Access 2010.

1.3 Prerequisites

There are **no formal prerequisites** for this course; however, I expect some basic familiarity with modern computer usage such as operating a keyboard and mouse, logging on and off, accessing websites on the Internet, and accessing email. A general understanding of mathematics at a high school algebra level will also be extremely helpful. If you are not already comfortable with these skills, you should talk to me about resources to help you and be prepared to spend some additional time on developing these skills.

1.4 Other Courses

This is an intermediate-level course offered by the Department of Computer Science designed to provide skills for the proficient use of personal computers. This course does not cover any programming or website-building. Students interested in a first experience in programming should consider CS 0007, Introduction to Computer Programming, while those with some prior experience interested in an intermediate-level course should consider CS 0401, Intermediate Programming Using Java. Students interested in creating websites should consider our courses on Web Site Design & Development, CS 0134 and CS 0334.

2 Grading

2.1 CourseWeb

Grades will be distributed securely throughout the term via CourseWeb, https://courseweb.pitt.edu/. If you are unable to log into CourseWeb or do not see this course listed under "My Courses", contact me immediately.

2.2 Grade Components

Your final grade for this course will be based upon the following three components:

a. **(25%)** Approximately ten (10) in-class laboratory assignments throughout the term;

b. **(35%)** Four (4) projects, one for each of Word, Excel, PowerPoint, and Access; and

c. **(40%)** Two (2) exams:

    i. One covering Word and Excel, and

    ii. One covering PowerPoint and Access.

In addition, participation (in the form of attendance, attentiveness, and engagement with the material) will be considered at the end of the term for a modest amount of bonus on the final grade. If your final grade would otherwise end up just shy of a particular letter grade, this can boost it into the next higher category.

2.3 Grading Scale

At the end of the term, the minimum scores required to achieve each final letter grade will be as follows:

Letter Grade	A+	A	A–	B+	B	B–	C+	C	C–	D+	D	D–	F
Minimum Score	98%	93%	90%	87%	83%	80%	77%	73%	70%	67%	63%	60%	0%

3 Course Schedule

3.1 Weekly Topics

This course is broken broadly into four distinct sections, each covering one program in the Microsoft Office 2010 suite and each lasting roughly one month. This list of topics is meant to give you an overview of the planned course material and help you get a sense of the course's direction. The weekly topics are highly approximate and subject to our pace, which will depend on the needs of the class. Corresponding page numbers in the Grauer text are included for your reference.

Updates to this schedule will be posted to the course website throughout the term as our pace changes. Other important dates will be also communicated in advance there.

Week 1 7, 9, 11 January 2013
> Course Introduction.
> Windows Tools (pp. 2–26); Common Interface (pp. 54–83); Keyboard Shortcuts.
> Microsoft Word: Introduction (pp. 87–127); Document Preparation (pp. 127–138).

Week 2 14, 16, 18 January 2013
> Microsoft Word: Document Options (pp. 141–156); Document Structure (pp. 138–140); Formatting (pp. 172–189, 205–210); Styles (pp. 195–198); Reviewing (pp. 226–231).
>
> *Add/Drop Period ends on Friday 18 January 2013.*

Week 3 23, 25 January 2013
> *No class on Monday 21 January 2013 due to Martin Luther King's Birthday Observance.*
>
> Microsoft Word: References and Indicies (pp. 237–252); Tables (pp. 272–285).

Week 4 28, 30 January; 1 February 2013
> Microsoft Word: Mail Merge (pp. 291–300).
> Microsoft Excel: Introduction (pp. 328–352); Formulas (pp. 337–357).

Week 5 4, 6, 8 February 2013

MICROSOFT EXCEL: Cell Formatting (pp. 363–366); Cell References (pp. 394–397); Functions (pp. 403–423); Named Ranges (pp. 428–430); Creating a Chart (pp. 460–464).

Week 6 11, 13, 15 February 2013

MICROSOFT EXCEL: Chart Types (pp. 450–460); Chart Layouts and Styles (pp. 470–473); Formatting Charts (pp. 480–485); Sparklines (pp. 473–474); Managing Large Datasets (pp. 506–510).

Week 7 18, 20, 22 February 2013

MICROSOFT EXCEL: Conditional Formatting (pp. 541–546); Fields and Records (pp. 516–517); Tables (pp. 517–520); Sorting, Filtering, and Totalling Data (pp. 525–532).

This is the target point for **Exam 1***; the exact date is to be announced.*

Week 8 25, 27 February; 1 March 2013

MICROSOFT POWERPOINT: Introduction (pp. 808–819); Layouts, Themes, and Templates (pp. 820–821, 862–864, 885–886); Objects and Tables (pp. 828–829); Animations and Transitions (pp. 829–832); Presenting and Printing (pp. 839–843).

Week 9 4, 6, 8 March 2013

MICROSOFT POWERPOINT: Content, Design, and Delivery Principles (pp. 820, 840, 883–885); Outlines and Sections (pp. 869–882); Shapes (pp. 904–916); SmartArt and WordArt (pp. 925–934).

Monitored Withdrawal Period ends on Friday 8 March 2013.

Week 10 *No classes due to Spring Recess.*

Week 11 18, 20, 22 March 2013

MICROSOFT POWERPOINT: Object Manipulation (pp. 939–948); Multimedia (pp. 974–987, 997–1016); Copyright and the Internet (pp. 987–989).

Week 12 25, 27, 29 March 2013

MICROSOFT ACCESS: Introduction (pp. 572–582); Excel vs. Access (pp. 589–594); Designing and Structuring Relational Data (pp. 600–602, 620–629); Table Relationships and Referential Integrity (pp. 636–644).

Week 13 1, 3, 5 April 2013

MICROSOFT ACCESS: Single- and Multi-Table Queries (pp. 653–669); Calculated Fields (pp. 688–691).

Week 14 8, 10, 12 April 2013

MICROSOFT ACCESS: Expressions (pp. 698–700); Functions and Date Arithmetic (pp. 700–716).

Week 15 15, 17, 19 April 2013

MICROSOFT ACCESS: Forms (pp. 734–754); Reports (pp. 761–782).

Exam 2 *will be held on* **Tuesday 23 April 2013, 2:00–3:50pm** *in Sennott Square 5502, in accordance with the University's final exam schedule.*

3.2   Important Dates

First Day of Class . . . . Monday 7 January 2013
Add/Drop Period Ends . . . . Friday 18 January 2013
Martin Luther King's Birthday Observance **(No Class)** . . . . Monday 21 January 2013
Exam 1 . . . . **Date TBA**, tentatively late-February 2013
Monitored Withdrawal Period Ends . . . . Friday 8 March 2013
Spring Recess **(No Classes)** . . . . Sunday 10 – Sunday 17 March 2013
Last Day of Class . . . . Friday 19 April 2013
Exam 2 . . . . **Tuesday 23 April 2013, 2:00–3:50pm**

4 Resources

4.1 Software

We will be using several programs from the Microsoft Office 2010 suite in this course. This software is available on CS classroom computers as well as in all Campus Computing Labs. For the locations and operating hours of Campus Computing Labs, visit http://technology.pitt.edu/service-locations/computing-labs/lab-hours.html.

You will likely find it more convenient, however, to have this software installed on your personal computer. Regular full- and part-time students at the University of Pittsburgh can obtain a copy of *Microsoft Office Professional 2010* for Windows or *Microsoft Office for Mac 2011* for Macintosh from Computing Services and Systems Development (CSSD) at their Office of Software Distribution Services (SDS), located at Bellefield Hall 204. For more information, visit http://technology.pitt.edu/software/for-students-software/microsoftcampus-st.html.

Please note that we will be covering Word, Excel, PowerPoint, and Access in this course and that not all editions of Microsoft Office include all of these programs. It is your responsibility to ensure that you have access to the proper version of the software so that you can complete your assignments.

4.2 USB Flash Drive

It is recommended that students use a USB flash drive to transport their files for this course between their personal computers, campus computers, and the classroom.

4.3 Textbook

This course closely follows the text by Robert Grauer et al. *Exploring Microsoft Office 2010, Volume 1*, **second edition** (2013). Prentice Hall. ISBN 978-0-13-287360-4. List price $154.20.

The textbook is not required for this course; however, it is a rather comprehensive and detailed resource which some students may find useful to have on hand.

4.4 CS Help Desk

The Department of Computer Science has a Help Desk lab in Sennott Square 5710 which is staffed with experienced undergraduate teaching assistants who can help students work through problems from many CS courses. Students enrolled in CS courses are encouraged to take advantage of this service. For more information and hours of availability, visit http://intranet.cs.pitt.edu/intranet/helpdesk.php from a campus connection.

5 Course Policies

5.1 Expectations

5.1.1 Communication

I expect everyone to check their email daily. I will give plenty of advance notice for updates to assignments or important dates. Please also be sure to check the course website several times a week for new information.

Please do not wait until the last possible moment to email me about any issues you may have with the material or with assignments; I have other responsibilities and cannot provide instant responses to everyone's

messages. I will strive to answer all messages related to the course within 24 hours (or 48 hours over weekends and holidays); however, I am unable to make such guarantees.

5.1.2 Classroom Etiquette

During class, please turn all cell phones and other electronic devices to silent alert and refrain from using them until class is dismissed. Limit your use of the classroom computers to material for this course so as not to disrupt your fellow students' learning experience.

5.1.3 Late Work

You are expected to complete and submit all coursework by the appropriate deadlines. No late lab assignments will be accepted. For projects, a penalty of twenty percent (20%) will be assessed for any late submissions received up to 48 hours after the deadline; after 48 hours, no further submissions will be accepted.

5.1.4 Attendance and Make-Up Policy

Students must be present for all lectures and exams. Make-up exams and labs will only be given in the event of an emergency, and only if the instructor is informed in advance. Failure to notify the instructor prior to missing an exam or lab will result in a grade of zero percent (0%) for the exam or lab in question. In the case of true emergencies where prior notification is simply not possible, please notify me as soon as is possible; I am a reasonable person and exceptions can be made in these instances.

5.1.5 Religious Observances

If there are important religious holidays or observances which will interfere with your attendance this term, it is your responsibility to inform the instructor no later than **Friday 18 January 2013**.

5.2 Academic Integrity

5.2.1 University Statement

All students are expected to comply with the standards of academic honesty as well as the University of Pittsburgh's Policy on Academic Integrity. Any student engaged in cheating, plagiarism, or other acts of academic dishonesty will be subject to disciplinary action and will be required to participate in the procedural process, initiated at the instructor level, as outlined in the *University Guidelines on Academic Integrity* found at http://www.provost.pitt.edu/info/acguidelinespdf.pdf.

5.2.2 Course Integrity Policy

Each student is expected to do his or her own work; cheating will not be tolerated. For a first offense, any parties involved in cheating will receive a grade of zero percent (0%) for the assignment, quiz, or exam in question. Any subsequent offenses will result in immediate failure of the course (a final grade of F) and the initiation of formal proceedings which may result in disciplinary action.

Cheating includes, but is not limited to, plagiarism, lying, or any other action which, either directly or indirectly, gives or aims to give a student or group of students an unfair advantage over any other student.

5.2.3   Copyrighted Materials

All materials provided for this course are protected by copyright. United States copyright law, 17 USC § 101, et seq., in addition to University policy and procedures, prohibit unauthorized duplication or retransmission of course materials. This applies to all class notes, slides, assignments, solutions, project descriptions, quiz and exam materials, etc.

You are allowed (and indeed, expected) to use all provided material for personal academic use. However, you are strictly prohibited from sharing any materials with others in general and from posting the material on the Web or other file-sharing venues in particular.

5.3   Disability Accommodations

If you have a disability for which you are requesting special testing accommodations or other classroom modifications, you should notify both your instructor and the Office of Disability Resources and Services (DRS), located in William Pitt Union 140, no later than **Friday 18 January 2013**. You may be asked to provide documentation of your disability to help DRS work with the instructor to determine appropriate accommodations. You can schedule an appointment with DRS by calling 412-648-7890 (voice) or 412-383-7355 (TTY). For more information, visit the DRS website at http://www.studentaffairs.pitt.edu/drswelcome.

5.4   Classroom Recording

To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion, and/or activities without the advance written permission of the instructor. Any such recording properly approved in advance may be used solely for the student's own private use and may not be shared or published by any means for any reason.

5.5   Final Exam Conflicts

The date and time of the final exam are fixed by the Office of the University Registrar to be **Tuesday 23 April 2013, 2:00–3:50pm**. It is your responsibility to check the final exam schedule posted at http://www.registrar.pitt.edu/final_examination_schedules.html early in the term for potential conflicts.

If you have three or more exams scheduled on a single day, that webpage also lists procedures for requesting an alternative examination date. Please note that the deadline to file such requests is **Friday 1 March 2013**, so you would be wise to contact me well before then if this is your intent.