COURSE DESCRIPTION:
Course discusses productivity software packages and Internet tools for use in business and educational settings. The course emphasizes the use of word processing, professional presentation, database, and spreadsheet software packages. Applications include verbal, numerical, and graphical forms to communicate, analyze and provide solutions to business and educational problems.

CLASS MEETS: TTH 8:00 am – 9:15 am plus 10 lab hours by arrangement

PRE-REQUISITES: None

Room: PC LAB (Room 303)


SAM 2007 Assessment software. This software is needed to take the four Quizzes, two Midterms, and the Final Exam. SAM 2007 Assessment can be purchased online at:


INSTRUCTION METHOD: Lecture, CBT tutorials, hands-on exercises, videos, small-group sessions, large-group discussions, presentations and writing assignments.

MATERIAL REQUIREMENTS: USB drive with a minimum capacity of 4 GB
THE NATIONAL HISPANIC UNIVERSITY
CS 120, Integrated Computer Applications

COURSE OBJECTIVES: At the end of the course, students will be able to:

1. Demonstrate Word features pertaining to formatting a cover page, table of contents, bibliography, quotations, and citations.
2. Create professional presentations, starting with using simple and progressing with more complex features on PowerPoint
3. Format, design and analyze spreadsheets that include Formulas, functions, and charts.
4. Design and maintain a relational database, and creates of queries, forms, and reports.
5. Integrate Office applications and the Internet, including spreadsheet, chart, importing computational tables and Internet links to a WORD document.

COURSE REQUIREMENTS: Students are expected to adhere to the following:
Each student will be expected to meet the minimum competencies as outlined by the instructor.

- **ATTEND** all class meetings. If you miss more than three class sessions without prior arrangement with the instructor, you may be dropped from the class, or your grade will be negatively impacted.
- **NOTIFY INSTRUCTOR** of expected absences and assignment delays.
- Be prepared to conduct a verbal **PRESENTATION** at almost every session.
- **SUBMIT** professional looking homework. If the homework requires narration, then the paper must be typed according to MLA guidelines, or the instructor’s instructions.
- **USE** NHU’s and/or SJSU’s library and/or the **INTERNET** to complete some assignments.
- **READ THE ASSIGNMENTS** prior to class. You will learn more when you have read the material and are able to participate in class discussions.
- **PARTICIPATE** in class discussions, exercises and group projects. Find and bring course related articles, periodicals, books, videos, audiocassettes, etc., that will enhance and reinforce the learning experience for the class.
- **DO HOMEWORK**: Spend the needed amount of time (about 9 hrs per week) in outside study (individual/group), and work assignments. A great deal of the homework will involve research on the course topic. You should become familiar with periodicals and publications that discuss issues related to the course topics.
- **WRITE & PRESENT PROFESSIONALLY**: University standard levels for oral presentations, written work and group work will be expected from the students.
LATE WORK POLICY:

- Late work without a valid excuse will be graded down 10% for each class day late.

- All quizzes and exams must be completed by the last official class day. A score of 0 will be given for any quizzes or exams not taken by the last official class day.

COURSE GRADING CRITERIA:

- Grading will be as follows:
  
  A = 93% - 100%  
  A- = 90% - 92%
  
  B+ = 86% - 89%  
  B = 83% - 85%  
  B- = 80% - 82%
  
  C+ = 76% - 79%  
  C = 73% - 75%  
  C- = 70% - 72%
  
  D+ = 66% - 69%  
  D = 63% - 65%  
  D- = 60% - 62%

GRADING

Course grade will be determined as follows:

1. In-class participation 10%
2. Group Projects 30%
3. Group presentation 10%
4. Quizzes* 10%
5. Midterm* 10%
6. Final Exam* 10%
7. Practical Evaluation 20%

Total 100%

Note: To access the syllabus, Group projects and some assistance in Quizzes, Midterm and Final Exam go to: www.engr.sjsu.edu/jgarcia. Click on “Courses” and then scroll down until you see CS 120.

NOTES: 1). Special service needs? (Hearing, visual or other disability), please contact instructor, counselor, advisor or the Admissions Office.

NOTE: For each study group assignment, the written portion will be weighted 50% and the oral presentation will be weighted 50%

* See “Computer Proficiency Requirement,” last page.
**SCHEDULE**

**Note:** The following schedule should be considered as fairly firm, yet also tentative. Based on class progress, or opportunities, the instructor may change the homework. Students are also encouraged to recommend changes. However, instructor has final decision.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Topic/Objectives and Assignments</th>
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| 1      |      | **Introduction,** discuss text(s), syllabus, class goals, schedule, homework, expectations, administrative announcements.  
**Read Pages(s)**  
Creating a research paper: Pages WD 74 – WD 78.  
**Do/Present:**  
Creating a research paper: Pages WD 78 – WD 132.  
**HW Assignment(s):**  
Work on Group Project 1. |
| 2      |      | **Discuss:**  
**Read Pages(s)**  
Creating a cover letter and a resume: Pages WD 145 – 150.  
**Do/Present:**  
Creating a cover letter and a resume: Pages WD 150 – 204.  
**HW Assignment(s):**  
Work on Group Project 1. |
3

Discuss:

Read Pages(s)
Creating and Editing a Presentation. Pages: PPT 2 – 5, 82 - 84

Do/Present:
Creating and Editing a Presentation: Pages PPT 5- 65, 83- 131

HW Assignment(s):
Work on Group Project 1.

Quiz 1 (WORD)

4

Discuss:

Read Pages(s)

Do/Present:

HW Assignment(s):
Work on Group Project 1.

Quiz 2 (PowerPoint)
Submit Group Project 1 (WORD/PPT)

Read Pages: Creating a Worksheet and Embedded Chart: EX 2 – EX 6
Do/Present: Creating a Worksheet and Embedded Chart: EX 6 – EX 69
HW Assignment(s): Work on Group Project 2.

6 - 7

Read Pages: Formulas, functions, formatting and web queries: EX 82 – EX 87
Do/Present: Formulas, functions, formatting and web queries: EX 87 – EX 143
HW Assignment(s): Work on Group Project 2.

8 - 9
Discuss: Basic spreadsheet operations and functions, including @count, graphs, etc. Macros. Rotating text and using the fill handle to create a series. Copying a cell’s format using the format painter button. Copying cells and range of cells to a nonadjacent paste area. Inserting and deleting cells in a worksheet. Entering numbers with a format symbol. Freezing worksheet titles. Displaying the system date. Absolute versus relative addressing. Making decisions – The IF function. Formatting the worksheet. Entering numbers with a format symbol. Freezing worksheet titles. Absolute versus relative addressing. Making decisions – the If function. Creating a 3-D column chart on a chart sheet. What-If analysis.

Read Pages: What-If analysis, charting, and working with large worksheets: EX 162 – EX 167
Do/Present: What-If analysis, charting, and working with large worksheets: EX 167 – EX 228
HW Assignment(s): Work on Group Project 2.
Midterm (Excel)

10 - 11

Read Pages: Creating and Using a Database. AC 2– AC 12
Do/Present: Creating and Using a Database. AC 12 – AC 63
HW Assignment(s): Work on Group Project 2.
Submit Group Project 2 (Excel)
12 - 13  

Read Pages: Querying a Database. AC 74 – AC 78  
Do/Present: Querying a Database. AC 78 – AC 127  
HW Assignment(s): Work on Group Project 3.

14  

Read Pages: Maintaining a Database. AC 138 – AC 142  
Do/Present: Maintaining a Database. AC 142 – AC 195  
HW Assignment(s): Work on Group Project 3.

15  

Read Pages: Integrating Office 2007 applications and the WWW. INT 2 – INT 6  
Do/Present: Integrating Office 2007 applications and the WWW. INT 6 – INT 40  
HW Assignment(s): Work on Group Project 3.  
a. Turn-in assignments.  
b. Present project to instructor and class members.  
c. Submit Group Project 3 (Access)

16  
Study Week

17  
Final Exam (Access)  
Tuesday, December 14 - 8:00-10:30 am

Note: Save all your work on a USB drive. Do not forget to have a backup of all your work.

Good luck and best wishes on your next class that starts on ________________

Remember “Si Se Puede!” or “YES, YOU CAN DO IT!”
Computer Proficiency Requirement

1. You will take 2 quizzes, one Midterm, and one Final Exam.

2. The program used for testing is SAM 2007. All tests are timed and scores calculated by the SAM 2007 server. Therefore, you need to work fast and as accurate as possible.

3. If your client machine or the SAM 2007 server malfunctions during a test, you will have the chance to retake the test if you cannot continue with the test.

4. You will have the opportunity to prepare for all quizzes, the Midterm and Final Exam by taking practice versions of each test. It is to your benefit to take advantage of these opportunities. The more you practice the better off you will be.

5. Practice quizzes are labeled: (The scores obtained in these practice quizzes will not be considered. You can take these practice quizzes as many times as you want.)
   a) CS 120 Practice Quiz 1
   b) CS 120 Practice Quiz 2
   c) CS 120 Practice Midterm
   d) CS 120 Practice Final Exam

6. Actual Quizzes can only be taken once and are labeled:
   a) CS 120 Quiz 1
   b) CS 120 Quiz 2
   c) CS 120 Midterm
   d) CS 120 Final Exam

7. Practice Midterm can be taken as many times as you want and is labeled CS 120 Practice Midterm

8. Midterm can only be taken once and is labeled CS 120 Midterm.

9. Practice Final Exam can be taken as many times as you want and is labeled Practice CS 120 Final Exam.

10. Final Exam can only be taken once and is labeled CS 120 Final Exam.

11. If you do not pass the Midterm and/or Final Exam, you may still pass the CS100 class based on your grades on assignments, team participation, etc.; however, you need to retake and pass the Midterm and/or Final Exam to fulfill the computer proficiency examination requirement for graduation.

12. In order to log on to the SAM 2007 server, a username and password must be assigned by the instructor. You need to enter your username and password to start working on the tests. Once you begin any test other than a “practice” test, you need to complete it.