

CS 262-211: Microcomputer Applications

Fall 2004, MW, EMS E145 10:00-10:50am (Lecture), EMS E280 11:00-11:50am (Lab)

Instructor: Wutnipong Sompamitr, sompami2@uwm.edu.

Office Hours: EMS E280 (Computer Lab) Monday & Wednesday 12:00-1:00PM

Course Homepage: <http://www.cs.uwm.edu/classes/cs211/>

Outline: Introduction to applications of microcomputers and to advances in microcomputer technology. Word processing, desktop publishing, spreadsheet, database, computer communications and introduction to operating system are covered.

Topics: The course will cover Microsoft Office XP applications: Word, Power Point, FrontPage, Excel, and Access. The course will also cover the internet, World Wide Web, Internet Explorer, email, and the Windows operating system. The course will cover these applications from a computer science perspective; basic computer science concepts will be discussed as they relate to microcomputers and their applications and operating systems.

This course will include practical assignments utilizing each of the Microsoft Office applications. The assignments will be given at the end of each lecture. The first and second exams will be given during the lab period.

TextBook: Microsoft Office XP: Introductory Concepts and Techniques, Enhanced Edition. Gary B. Shelly, Thomas J. Cashman, Misty Vermaat. ISBN: 0-619-20002-2. Supplementary materials provided by instructor can be downloaded from class web site.

Note: The class web site is password protected. Contact instructor for the password.

Schedule:

Week 1 09/08/04	Introduction: syllabus, grading, exams, office hours, class rules, and class web site. Computers & Basic Concepts: What are they? How do they work? What is their underlying theory? Lab: Set up accounts.
Week 2 09/13/04 , 09/15/04	Computers & Basic Concepts (cont.). Computer Networking and Internet, WWW, and search engines. What is cyberspace? How does it work? How did it develop? Assignment 1.
Week 3 09/20/04 , 09/22/04	Basic Operating Systems concepts. What is an operating system? How do we use it? Why is Windows popular? Features of Windows. Basics of Microsoft Word. Assignment 2.
Week 4 09/27/04 , 09/29/04	MS Word: What is a word processor? How do we use it? Basic features of MS Word. Assignment 3. EXAM 1: (Computer concepts, Windows & operating systems, the Internet, WWW, search engines).
Week 5 10/04/04 , 10/06/04	MS Word (cont.): Basic & Advanced features of Word. Mail Merge. Basics of Microsoft Excel. Assignment 4.
Week 6 10/11/04 , 10/13/04	MS Excel: What is a spreadsheet? How do we use it? Features of Excel, functions in Excel. Assignment 5.
Week 7 10/18/04 , 10/20/04	MS Excel (cont.): More Advanced Features: multiple sheets, charts, linking to other applications, etc. Basics of Microsoft Front Page. Assignment 6.
Week 8 10/25/04 , 10/27/04	MS Front Page: What is it? How do we use it to create web pages? How do we use it to publish web pages? Assignment 7. EXAM 2: (MS Word & MS Excel).
Week 9 11/01/04 , 11/03/04	MS Front Page (cont.): FrontPage Features: Frame, Java Script, Java Applet. Basics of Microsoft Access.
Week 10 11/08/04 , 11/10/04	MS Front Page (cont. if applicable). MS Access: What is a database? How do we use it? What types of data base are there? Basic DB design. Features of Access. Assignment 8.
Week 11 11/15/04 , 11/17/04	MS Access (cont.): Advanced features: multiple tables, queries, reports, data input forms, linking to other applications. Assignment 9.
Week 12 11/22/04 , 11/24/04	MS Access (cont. if applicable): Advanced features: multiple tables, queries, reports, data input forms, linking to other applications.
Week 13 11/29/04 , 12/01/04	MS Power Point: What is it? How do we use it?. Basic features. Assignment 10.
Week 14 12/06/04 , 12/08/04	MS Power Point (cont.): Advanced features: editing the Master Slide, creating your own backgrounds, creating slides from a blank template, linking to other applications, etc.
Week 15 12/13/04	In-class Power Point Presentations. Review and wrap-up. Final Exam is comprehensive.

Grading: 10% (Exam 1), 10% (Exam 2), 20% (Final Exam), 50% (Assignments), 10% participation (classes from week 2 to week 14. You must attend at least 70% of lecture classes. Lab class is optional). All exams will be closed books and notes. The exam date will be announced at least one week ahead. A : 93-100 , A- : 89-92 , B+ : 85-88 , B : 81-84 , B- : 77-80 , C+ : 73-76 , C : 69-72 , C- : 66-68 , D+ : 63-65 , D : 60-62 , F : 0-59.