

CS120 Business Applications & Problem-Solving				
Spring 2016 SYLLABUS				
Prof M. E. Kabay, PhD, CISSP-ISSMP				
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CLASS MEETS THURSDAYS 13:00:03-15:49:57 IN DEWEY COMPUTER LAB				
Week	Date	Software	Topics	*Readings BEFORE
1	Thu, Jan 21	Intro & Basics of Organizing Information	Intro to course (readings & quiz AFTER class this week only): Purpose/Value of course; SQ3R; files, folders, versions; backups; videos on security, email & Web usage standards in real world organizations; projects	OSIOD & SQ3R to read AFTER class
2	Thu, Jan 28	Email	Subject, TO, CC, BCC, Reply{All}; professionalism; spam, fraud, phishing; social media, regulations, frauds, pharming, defamation, cyber-bullying, spamming, trolling, virus-writing, copyright infringement, CFAA	UESAW
3	Thu, Feb 04	WORD & Research Methods	WORD: Help, Basics; Simple documents, professional memos, posters, fliers	TUW
4	Thu, Feb 11		Principles of technical writing (clarity, simplicity), grammar, punctuation	OW, FCE
5	Thu, Feb 18		Advanced Features; Kreitzberg Library resources; Managing References; Plagiarism	TUW, KLD
6	Thu, Feb 25		Automatic Formatting; Outline View, Tables, Pictures; Editing & Final Formatting	TUW
7	Thu, Mar 03	PowerPoint	Presentation basics, notes, styles, use in talks; work on presentation, poster & notes on topic	UPP & TUW
8	Thu, Mar 10	WORD + PPT	In-class presentations by students + poster, report & notes on topic for PROJECT #1	ALL OF THE ABOVE
Thu, Mar 17		MID-SEMESTER BREAK		
9	Thu, Mar 24	Excel	Basics -- Part 1	ETV
10	Thu, Mar 31		Basics -- Part 2	
11	Thu, Apr 07		Basics -- Part 3	
12	Thu, Apr 14		CAC & CATA	CAC & CATA
13	Thu, Apr 21	Projects	Work on projects using Kreitzberg Library, WORD, Excel, and PowerPoint	Everything!
14	Thu, Apr 28			
15	Thu, May 05		In-class presentations by students of PROJECT #2	
Final Exam Closes at time assigned by Registrar (TBD)				
*References:		All free from mekabay.com		
CAC		Computer-Aided Consensus		
CATA		Computer-Aided Thematic Analysis		
ETV		Excel Training Videos		
FCE		Frequently Corrected Errors		
KLD		Kreitzberg Library Databases		
OSIOD		Organizing and Securing Information on Disk		
OW		On Writing		
SQ3R		Survey, Question, Read, Recite, Review		
TCW		Tracking Changes in WORD		
TUW		Tips on Using WORD		
UESAW		Using Email Safely and Well		
UPP		Using PowerPoint		