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Fall 2005

CS 206: Advanced Concepts/Techniques and Software Productivity Tools

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Course: CS 206 **Quarter:** Fall 2005 **Materials Required:** 3-3 ½" new, high density diskettes (1.44 Mb)

Title: Advanced Concepts/Techniques and Software Productivity Tools

Text: Microsoft Advanced Concepts and Techniques by Shelly, Cashman and Vermaat

Instructor: John P. Herzog

Prerequisite: CS 205

Office: 160 Russ (DO NOT SLIDE ASSIGNMENTS UNDER THE DOOR!!!!)

Phone: 937-390-9169 **Off-Campus E-mail:** jherzog72@yahoo.com

Office Hours: 4 p.m., Tuesday and Thursday (In 320 Oelman) or by appointment

Course description/objectives

By the end of this course, the students will have a greater depth of understanding in the areas of spreadsheets, databases, and presentation software using Microsoft Excel, Access, and PowerPoint.

	Date	Points	
			At or above 306 Points =
Exam 1 Open Book/Notes, Excel	9/29	100	Between 272 and 306 Points =
Exam 2 Open Book/Notes, Access (Hand in disk prior)	10/27	100	Between 238 and 272 Points =
Exam 3, Open Book/Notes, PowerPoint/Word	11/10	100	Between 204 and 238 Points =
Assignments		40	Below 204 Points =
		340	

Assignments (Do not print; Hand in diskettes only!!!!!!!!!!!!!!)

MODULE	IN THE LAB	STARTING ON PAGE	DUE	PTS.	NOTES
Excel	IN THE LAB 2	EX 458	9/29/2005	5	Find File in U:\StudentDataFiles\Excel\Web Salon Quarterly Sales Analysis.XLT-Skip Instructions 2&3 . Do Not Print. You may not need to add a sheet. Change Store Titles (Store Outlet) in cell A1 corresponding store names (e.g. Company Totals, Baltimore Outlet etc.) and not A2 (Book has ty X-Axis on the graph may need to have the font size changed to 7 (not 8 as said by the book) and t decimal places reduced to 0.
Excel	IN THE LAB 3	EX 302	9/29/2005	5	Match to photo in figure 4-78. Cells B1 and B2 should be Arial Black. Skip instructions 10 (The Rangefinder) 11,-17.
Excel	IN THE LAB 1	EX 369	9/29/2005	5	In Instructions Part 2, make six copies of the original spreadsheet and perform only filters 1 through 5. Save each. Label each tab accordingly. Skip Instructions Part 3 . In Instructions Part 4, save the subtotals. Skip Instructions Part 5 .
Access	IN THE LAB 1	AC 250	10/27/2005	5	Find File in U:\StudentDatafiles\Access\Birds2u.mdb. Make a query before creating each report. Make queries and reports "On Hand Value Report" and "Supplier/Item Report". Make the reports Portra the same style used in the text photo. In instruction 5, the Owner ID Combo box should also inclu Supplier Name. Skip Instructions 2, 4, & 6
Access	IN THE LAB 1	AC 306	10/27/2005	5	Do not print. Skip parts 3, & 5. Save the query in Instruction 6. Name the it Accepts Returns.
Access	IN THE LAB 1	AC 368	10/27/2005	5	Do not Print.
Word	Handout	Merge and Newsletter	11/8/2005	5	Perform a mail merge using the Owners from the Access Database Assignment and placing them letter provided in a handout.
Powerpoint	IN THE LAB 3	PPT 220	11/8/2005	5	Do Not Print.
Total				40	

IMPORTANT NOTICES:

- **Reconciliation day** is 11/8/05. Make sure that you and the TA agree as to what you have turned in. **NO GRADE CHANGES AFTER THE QUARTER END!**
- **Questions may be asked during tests**, but in doing so you lose the point value of the item requested.
- If you have **excessive absences** from lectures and labs, you may be required to show photo I.D. before you are permitted to take an exam.
- **Late Assignments** will be penalized by 1 point for each class day late and you are encouraged to turn them in early!! **NO ASSIGNMENTS ACCEPTED AFTER LAST MEETING DATE!!!!!!!!!!!!!!**
- **Make-up exams** will only be given in the event of extreme, documented circumstances or prenotification.
- Final Grades will be lowered 5 points if students ask for a repeated lecture due to **unexcused absences**.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- **Academic dishonesty** and misconduct will result in dismissal from the course and possibly from campus. This includes misuse of internet privileges and homework/test file copying and dishonesty. (no one may place disks on nor remove disks from other student work areas during exams or lab, nor leave disks behind after the exams).
- Students are responsible for getting information if they **miss lectures**.
- Open labs are in 152 C Russ Center 7 days per week, 24 hours/Day.