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Fall 2007

CS 206-02: Advanced Concepts/Techniques and Software Productivity Tools

John P. Herzog

Wright State University - Main Campus, john.herzog@wright.edu

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Herzog, J. P. (2007). CS 206-02: Advanced Concepts/Techniques and Software Productivity Tools. .
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Course: CS 206-02 **Quarter:** Fall 2007 • **Materials Required:** SAM Testing System (You do not need to buy it if you are using it or have previously used it in another class here at Wright State) **DO NOT BUY SAM USED!** Only our bookstore will know what you want here. The College Store and others will not know about you needing it and may not permit you to buy it individually.

Title: Advanced Concepts/Techniques and Software Productivity Tools

Required Text: New Perspectives Microsoft Office 2003, Advanced Edition

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:** john.herzog@wright.edu

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

Grading

	Date	Points	At or above 306 Points =	A
Exam 1 Crib Sheet Only, Excel	TBA	100	Between 272 and 306 Points =	B
Exam 2 Crib Sheet Only, Access	TBA	100	Between 238 and 272 Points =	C
Exam 3, Crib Sheet Only, PowerPoint, FrontPage	TBA	100	Between 204 and 238 Points =	D
Assignments		40	Below 204 Points =	F
		340		

IMPORTANT NOTICES:

- This is the first term we have used this new format for this class. There will be changes and the assignments will be announced in class.
- **Reconciliation day** is last class day before the final. Make sure that you and the TA agree as to what you have turned in. NO GRADE CHANGES AFTER THE QUARTER END! .
- 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.
- A quarter grade of **incomplete** can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
- 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.
- STOP THE INSTRUCTOR IF YOU ARE LOST! Do not ask other students during a lecture for help as it causes a distraction.
- DO NOT MISS LECTURES UNLESS IT IS ABSOLUTELY NECESSARY. There are many items on tests that are covered in class that are not in the textbook.
- IN ORDER TO PASS THIS COURSE, YOU MUST COMPLETE AT LEAST 2 OF THE ASSIGNMENTS IN EACH STUDY AREA!!!!!!!!!!!!

Course description/objectives

By the end of this course, the students will have a greater depth of understanding in the areas of word processing, spreadsheets, databases, and presentation software and web design using Microsoft Word, Microsoft FrontPage, Microsoft Excel, Access, and PowerPoint covering the following topics.

Microsoft Excel 2003:

Tutorial 5: Working with Excel Lists

Tutorial 6: Working with Multiple Worksheets and Workbooks Tutorial 7: Working with

Excel's Editing and Web Tools Tutorial 8: Developing an Excel Application Appendix A:

Working with Logical Functions, Database Functions, and Advanced Filtering Appendix B:

Integrating Excel with Other Window Programs

Microsoft Access 2003:

Tutorial 5: Enhancing a Table's Design, and Creating Advanced Queries Tutorial 6: Creating

Custom Forms Tutorial 7: Creating Custom ReportsMicrosoft PowerPoint 2003:

Tutorial 3: Presenting a Slide Show

Tutorial 4: Integrating PowerPoint with Other Programs, and Collaborating with Workgroups

Microsoft FrontPage 2003:

Tutorial 1: Creating a Web Site

Course Administration:

1. Academic Integrity:

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these s through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students:**

1. Be honest at all times.
2. Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals' work during exams.
3. Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
4. Do not turn in the same work in more than one class unless permission is received in advance from the professor.
5. Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take home tests, papers, or homework assignments.
6. Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).