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Fall 2010

CS 206: Computer Software Productivity Tools

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COURSE SYLLABUS

CS 206 - Computer Software Productivity Tools Computer Science Department Wright State University

Fall, 2010

General Course Information

Instructor: John Herzog
E-mail: jherzog72@yahoo.com
Class Times: 12:15-1:55 pm, M, W
Classroom: 355 Russ
Office Hours: 3:55 T, Th 320 Oelman
Web site: <http://wisdom.wright.edu> (WebCT)

Prerequisites: CS 205 or the equivalent.

Credit Hours: 4 Quarter Hours

Textbook: Microsoft Office 2007, Advanced Concepts and Techniques, Shelly, Cashman, Vermaat, 2008

Course Description

Focus on learning MS Office software applications including advanced topics in spreadsheets, database and presentation graphics, using a case study approach where critical thinking and problem solving skills are required. Computer concepts are integrated throughout the course to provide an understanding of advanced computing, the latest technological advances and how they are used in industry. Ethics and issues encountered in business are discussed to challenge students on societal impact of technology.

Course Goals

1. To understand the advanced computing concepts so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions by adding to and building upon concepts already learned in CS 205.
3. To be aware of the latest technologies and their application to organizations.
4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions

Course Objectives

1. To integrate computer concepts topics with software application tasks so students understand the concepts underlying the application and can make informed decisions regarding the selection of an application to solve a particular business problem by doing the following:

- a. **Microsoft Excel 2007:**
 Creating Loan Information
 Working With Lists, Working With Logical Functions
 Working With Multiple Worksheets And Workbooks, Database Functions, And Filtering, And Integrating
 Excel with Other Window Programs
- b. **Microsoft Access 2007:**
 Enhancing a Table's Design, and Creating Advanced Queries, Creating Custom Reports
 Creating Custom Forms
 Creating Macros And Switchboards
- c. Other Advanced Tasks, Such As Cross Tab Queries, Parameter Queries, Expressions Right, Left, Mid,
 Datepart, If In Queries And Reports, Make Table Queries, Delete Queries, Macro Groups, Transfer
 Spreadsheet Macros And More.
- d. **Microsoft PowerPoint 2007:**
 Chapter 4: Presenting a Slide Show
 Chapter 5: Integrating PowerPoint with Other Programs, and Collaborating with Workgroups

Course Format

A combination of lecture, demonstration and lab activities will be used during class. Typically each week, the first class will be dedicated to lecture and second class will be used to complete lab-based assignments. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

The following software is used in the 152 A Russ lab:

- Microsoft Windows XP Operating System
- Microsoft Office 2007 Professional Suite
- Internet Explorer

Files submitted for grading must be in the correct format.

The course is divided into 4 modules:

- 1) Spreadsheets-Excel (Advanced)
- 2) Database-Access (Advanced)
- 3) Database-Access (Post-Advanced)
- 4) Presentation Graphics Software-PowerPoint (Advanced)

Additional Materials

Flash Drive - to save your files.

Course Slides, Reference material found on WebCT

Grading and Evaluation Criteria

The following tentative scale will be used to calculate your grade:

90 – 100 % of all 290 Points	A
80 - 89 % of all 290 Points	B
70 – 79 % of all 290 Points	C
60 – 69 % of all 290 Points	D
59 of all 290 Points and below	F

Students must earn a minimum grade of 60 % on each module to pass the course – as discussed by your Instructor. The course will be graded on the following areas.

Homework 40 Points

Exam One 100 Points
Exam Two 100 Points
Exam Three 50 Points

Assignment and Exam Policy

AT NO TIME DURING A QUIZ OR A TEST MAY A STUDENT:

- a. Go on the internet.
- b. Look at the screen of the students on either side of them.
- c. Talk to the students of either side of them.
- d. Any use whatsoever of a cell phone.
- e. Put hands below the desks.
- f. Look at notes in back packs or books.

Assignments: Assignments for Excel, Access and PowerPoint are due on the test day of those subjects.

Tests: No make up tests given unless there is a case of sickness, death in the family or emergency as deemed relevant by the instructor. Students must be prepared to show documentation in such instances.

Students with Disabilities

Students with special needs should make the Instructor aware of any adaptations needed to complete this course during the first week of class.

Backup Policy

You are responsible for maintaining a backup copy of your assignments.

Classroom Policies and Guidelines for 152 A Russ Center

- 1) Any data save to the local hard drive will be deleted upon reboot. Save you data to a portable external drive such as a flash drive.
- 2) 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 standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. **The following recommendations are made for students.** You are responsible for doing your own work. You are not to make copies of files for others or accept others files. Academic misconduct procedures will be followed. Refer to the following web site for a complete listing of the Academic Integrity Guidelines.
http://www.wright.edu/students/judicial/stu_integrity.html

The following is defined as cheating with homework:

- 1) Copying a file and putting your name on the file, even if you have helped another create that file. As mentioned above you must do your own work.
- 2) Failure to create and modify your own file from scratch, or when required to download a file from WebCT or the U drive for modification, failure for a student to download their own

individual file and making their own changes. You must do ALL of the tasks required YOURSELF.

- 3) One person creating a file and then uploading that file repeatedly to WebCT using others' accounts thus falsely giving the impression that the others created the file from scratch.

The following is defined as cheating on a test (or quiz):

- 1) Talking to the person next to you at any time during a test.
- 2) Being on the internet or e-mail during the test unless asked to go on the web by the instructor.
- 3) Placing your hands below the countertop during an exam.
- 4) E-mailing a student from outside the classroom during a test.

3) Responsible Use of Information Technology

Wright State University provides computing, information, and communications resources for its students to support their learning and research. Access to these information technology resources is a privilege and requires adherence to this Information Technology policy as well as to other University policies, including but not limited to: World Wide Web (Wright Way 2001), Copyrighted Materials (Wright Way 2303), WSU Student Handbook, WSU Student Organization Handbook, and Student Housing Data Network Acceptable Use Policy.

Users of the University's information technology resources are also bound not only by those laws, policies, and regulations that are specific to computing, telecommunications, and networks, but also by all other international, federal, state, and local regulations and statutes that apply.

This policy applies to all use of the University's computing, information, and communications resources, whether administered by Computing and Telecommunications (CATS), by individual University colleges and departments, or by off-campus units that connect remotely to the University's network and operate under the aegis of Wright State University. Privately-owned machines, while attached to the University network, are subject to the same policies as University-owned computer systems.

Responsibility for the use of the University's computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

This information was obtained from Wright State's Office of Judicial Affairs. Complete information may be found at: <http://www.wright.edu/cwis/policies/itpolicy.html>

- 4) The printers are to be used for course assignments only. Do not print an assignment or any other document unless instructed to do so by your Instructor. For printed assignments print 1 copy only – check the print preview first.
- 5) Do not use the computers during the lecture, unless instructed to do so by the instructor. **YOU SHOULD NOT BE WORKING ON HOMEWORK OR ON THE INTERNET DURING LECTURE.**
- 6) When finished working on your PC, shut it down. Please be sure to turn off both the monitor and the processing unit.
- 7) No eating, smoking, drinking or chewing gum in the classroom.

8) Notify the Instructor or Student Worker of any hardware problems.

Topics Covered by Week

Schedule

Week 1	Mon, September 06, 2010 No Class-Labor Day	Wed, September 08, 2010 Excel
Week 2	Mon, September 13, 2010 Excel	Wed, September 15, 2010 Lab
Week 3	Mon, September 20, 2010 Excel	Wed, September 22, 2010 Lab
Week 4	Mon, September 27, 2010 Review/Lab	Wed, September 29, 2010 Test One (Excel) Excel HW Due
Week 5	Mon, October 04, 2010 Access	Wed, October 06, 2010 Lab
Week 6	Mon, October 11, 2010 Access	Wed, October 13, 2010 Lab
Week 7	Mon, October 18, 2010 Access	Wed, October 20, 2010 Lab
Week 8	Mon, October 25, 2010 Review/Lab	Wed, October 27, 2010 Test Two (Access) Access HW Due
Week 9	Mon, November 01, 2010 Adv. Access/PPT Review-Asst's Due/Lab-Reconcile	Wed, November 03, 2010 Lab
Week 10	Mon, November 08, 2010 Day	Wed, November 10, 2010 Final Access II, PPT