Fall 2004

CS 207: Advanced Office Productivity II

Louis A. Benavides
Wright State University - Main Campus

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Wright State University  
Department of Computer Science and Engineering  
Cs 207 – Advanced Office Productivity II  
Syllabus – Fall 2004

Section 01 152A Russ Engineering Center  
M W 9:45 AM – 11:45 AM

Instructor: Louis A. Benavides  
Office Phone: 775-5131 (Computer Science Department)  
E-Mail: loulinben@AOL.COM

Description: This course covers post-advanced microcomputer applications including Microsoft Office Word 2003, Microsoft Office Excel 2003, Microsoft Office Access 2003, and Microsoft Office PowerPoint 2003. Topics include: creating an online form; working with macros and Visual Basic for Applications (VBA); working with a master document, an index and a table of contents; linking an Excel worksheet and charting its data in Word; formula auditing, data validation, and complex problem solving in Excel; importing data into Excel; working with PivotCharts, PivotTables, and trendlines in Excel; creating a PivotTable List; advanced Access report and form techniques, and creating multi-page forms; administering a database system; creating a self-running presentation containing shapes, templates and clips.


Prerequisite: CS 205 & CS 206 – Computer Literacy and Office Automation & Computer Software Productivity Tools.

Course Objectives:
2. Acquaint students with the procedures to create and manipulate sophisticated documents, workbooks, databases and presentations.
3. Assist students in making ready for thesis and paper preparation and research conduct, documentation and analysis.

Materials Needed: 6 or more 3.5-inch high density/double density diskettes (1.44MB) and labels.

Evaluation: The instructor will determine final grades by a set scale

| Exam 1 | 100 points |
| Exam 2 | 100 points |
| Lab Exercises (checkpoints) | 120 points |
| Includes both Projects and In The Lab |
| Extra Credit | 40 points |
| Cases and Places (5 points each) |

TOTAL POSSIBLE 360 points

F 190  D 225  C 255  B 285  A 320+
For full credit, the instructor must receive all assignments on or before the due date. The department allows make-up exams only in cases of extreme, documented emergencies.

**Computer Laboratories:** Laboratories in 152C Russ Center are open 7 days a week, 24 hours a day. You must present your Student ID and class registration form.

**Assignments:**

All assignments are graded according to the grading criteria. You will turn in all assignments on disk and paper (as appropriate). Please remember to put your name, project number and section number on your disk. Please also be careful to use the correct filenames for your assignments.

You can re-do each checkpoint after it is graded so you can get a higher score, as long as you have time. Turn in the revised assignment with the old grading criteria sheet. Please be sure the revised score is recorded.

**Record Keeping:**

It remains your responsibility to be sure that your grades are properly recorded. The instructor will print a new updated checkpoint summary sheet before and after every examination. Check that printout to be sure your information is accurate. Retrieve your computer disks and the grading criteria sheets as soon as they are graded. Your proof of a completed checkpoint is the marked grading criteria sheet.

**Class Guidelines:**

- Computers do what the programmer and we tell them to do. We must do the thinking and be creative.
- Be sure and read all the instructions in every problem. Sometimes problems or errors in the book prove confusing.
- Do things the easy way; let the computer do the work. If you show us an easier way, we will share it.
- Computers are mechanical devices. They break or go astray at inconvenient times such as when you are in a hurry. **So save early and save often.**
- Watch for deadlines! You are going to lose points if you are unable to turn in projects on time.
- Always remember to save your work on your disk in the a: drive. You can store temporary files on the c: drive or on the network drive but the network erases them when the computer is turned off.
- We will give you all the help you ask for, but you must ask and you must give us some time to react. If you don't ask for help we will probably assume you are doing well and leave you alone.
- If you can, get all of your questions answered in class. Asking during an exam may be too late.
- Better learning of Office can be achieved from hands on contact; we will try to keep lectures to a minimum.
- I'm not a big fan of passwords, but they appear to be necessary, so be careful.
- If I say "This is important" or "Please remember this", it is because I think it is important and/or it will be on an exam.
- Temporary files should be stored on drive D: (not C)
- The student data files needed by the book are on C:\STUDENTDATAFILES
- The U: drive stores utilities and class files.
- The instructor is almost always available. If you need time just ask.
- **Academic Dishonesty:** Please refer to [http://www.wright.edu/students/judicial/stu_integrity.html](http://www.wright.edu/students/judicial/stu_integrity.html) for complete information.
- **Responsible Use of Computing Equipment:** You are responsible for following the responsible use of computing equipment guidelines. Please refer to [http://www.wright.edu/wrightway/3002.html](http://www.wright.edu/wrightway/3002.html) for complete information.
<table>
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<tr>
<th>DATE</th>
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