CS 206: Advanced Concepts/Techniques and Software Productivity Tools

John P. Herzog
Wright State University - Main Campus, john.herzog@wright.edu
Course: CS 206  Quarter: Spring 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


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

<table>
<thead>
<tr>
<th>Date</th>
<th>Points</th>
<th>At or above 306 Points</th>
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<tbody>
<tr>
<td>Exam 1 Crib Sheet Only, Excel</td>
<td>TBA</td>
<td>100</td>
<td>Between 272 and 306 Points = B</td>
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<tr>
<td>Exam 2 Crib Sheet Only, Access</td>
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<td>Between 238 and 272 Points = C</td>
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<tr>
<td>Exam 3, Crib Sheet Only, PowerPoint/Word, FrontPage</td>
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<td>Between 204 and 238 Points = D</td>
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<td>Assignments</td>
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<td>Below 204 Points = F</td>
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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!
- 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.
- 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 Reports

Microsoft 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 standards 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,