Spring 2009


M. K. Reynolds
Wright State University - Main Campus

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SYLLABUS

CS 207 01 – Web only
Microsoft Office 2007: Post-Advanced Concepts and Techniques
Room 320 Oelman

3 mandatory meetings—Tuesday, March 31, 8:00 p.m., Tuesday, May 5, 8:00 p.m., and Thursday, June 4, 8:00 p.m.

Contact information for Instructor M. K. Reynolds

<table>
<thead>
<tr>
<th>Name:</th>
<th>M. Kathryn Reynolds</th>
<th>Office:</th>
<th>303 Russ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred method of contact:</td>
<td>Use WebCT e-mail.</td>
<td>Office Hours:</td>
<td>By appointment only</td>
</tr>
</tbody>
</table>

If your e-mail refers to an assignment, put the assignment # in the subject line. For example, the subject might read CS 207—Assignment 2.

Course Description:


- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create and enhance documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Office 2007 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Prerequisites

CS 205; CS 206
Requirements, Grading and Policies

There are 2 exams and 10 chapter assignments. Each exam is worth 100 points, and each assignment is worth 15 points for a total of 350 points. The grade breakdown is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>315-</td>
<td>90-100 %</td>
<td>A</td>
</tr>
<tr>
<td>250</td>
<td>80-89 %</td>
<td>B</td>
</tr>
<tr>
<td>314</td>
<td>70-79 %</td>
<td>C</td>
</tr>
<tr>
<td>245-</td>
<td>60-69 %</td>
<td>D</td>
</tr>
<tr>
<td>210-</td>
<td>59% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

There will be one extra credit assignment, worth 15 points. If you are interested in doing extra credit, please discuss the requirements with the instructor.

Schedule & Assignments

You must manage your own deadlines up to a point. I have scheduled a date by which you should be ready to start the next chapter. I recommend that you turn in the assignment (to the WebCT drop box) as soon as you complete the chapter. I have scheduled a deadline for each unit (Word, Excel, etc.), which is preceded by a "lab day."

The deadlines are firm — however, there is a cutoff date that is a week later. You will lose 1 point per calendar day for each assignment that is late. For example, let’s suppose you turn in Assignment 1 on 4-16 (the Word assignments deadline); you turn in Assignment 2 on 4-18; you turn in Assignment 3 on 4-19. You will not lose any points for Assignment 1, but I will subtract 2 points from your total for Assignment 2, and 3 points from your total for Assignment 4. I will NOT accept any assignments after the cutoff date.