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College of Engineering & Computer Science

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CS 206: Computer Software Productivity Tools

Greg Coffey
Wright State University - Main Campus, greg.coffey@wright.edu

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CS 206 COMPUTER SOFTWARE PRODUCTIVITY TOOLS

Instructor: Greg Coffey
Office: 040D Library Annex / Computer Center
Office Phone: 775-3591
Home Phone: 431-1448
Email Address: **greg.coffey@wright.edu**
Office Hours: By appointment only

Book: Office 2003 Advanced Concepts and Techniques
                     by Shelly Cashman Vermaat

Course Description: This course introduces advanced computer applications using MS Word, MS Excel, MS Access, and MS PowerPoint.

Prerequisite: CS205

Goal: The primary goal if this course is to extend the students knowledge of MS Office applications. The course also encourages independent study with learning the computer applications.

Teaching
Methodology: Teaching methodology includes a combination of lecture, discussion, and hands on demonstrations and labs based on the reading material in the book and the supplemental class notes.

The final letter grade will be based on the following tentative scale:
                 90-100% A
                 80-89% B
                 70-79% C
                 60-69% D
                 59-0%   F

Assignments: Various individual and group work will be assigned emphasizing the material covered the text book. If you miss class it is your responsibility to obtain and complete any assignments on time as well as turn in any work that is currently or past due. You may email your assignments to me or deliver them to my office to prevent them from being late. Late assignments less than a week past due will be accepted but penalized. **No late assignments will be accepted after one week past the due date. Assignments will be given in class.** Make up exams will be given only in the case of an extreme, documented emergency.