

CPTG 2201 - 87074 Advanced Computer Applications

Fall 2010

Department of Information Technology, College of Information and Mathematical Sciences, Clayton State University

T TR

5:00 pm

– 6:15

pm

Instructor: Dr. Cherie Long

Office: U305

Hours:

E-mail: cherie@cherielong.com SUBJECT LINE OF EMAIL
MUST START WITH **CPTG2201**

Web: <http://www.cherielong.com/courses/>

MyITLab www.myITlab.com

Course Code: CRSABNQ-427122

Textbooks: Available in Campus Bookstore: Bundled Packet contains

GO With Powerpoint 2007 Volume 1

GO With Accel 2007 Volume 1

MYITLAB Access Code

HIGHLY RECOMMENDED choose an EXCEL reference book to use on the Excel assignments as a reference book.

Listserv

Software: MS Office 2007 see SOFTWARE section below

CPTG 2201 Advanced Computer Applications (3-0-3)

This course provides detailed coverage of common computer software applications used in business and industry. It assumes that the student is knowledgeable of basic computer skills and builds on that basis. Emphasis is on the application of advanced features of electronic spreadsheets and the fundamentals of database systems.

Prerequisite(s): Math 1101

OUTCOMES: Students are expected to obtain a developing level of mastery of spreadsheet and database computer applications. Students will demonstrate an emerging level of knowledge of spreadsheet and database software applications. Students should show potential to perform independently. Students should be aware of the skills required to be successful using spreadsheet and database software.

- Create worksheets
- Use formulas and functions
- Format a professional looking worksheet and report
- Create charts and graphs
- Apply “what-if” analysis to explore multiple solutions
- Use pivot tables and lists
- Sort and filter data, and use database functions

- Work with data across multiple worksheets and workbooks
- Define table structures, fields and attributes
- Effectively apply basic relational database concepts
- Create and maintain a database
- Query a database
- Create forms and reports for database
- Define relationships between database tables
- Import and export data into and out of a database

SOFTWARE:

This course uses MS Office 2007 Professional. If you do not have the software installed on your computer contact the Hub's Student Software Support Services. Student Software Support Services is located on the lower level of the Library. This is the location where the HUB performs software installations on student's laptops. Only students receive services in this location. To have MS Office 2007 installed on your laptop, will need to be in-person, with a photo-ID, and bring your laptop with its power cord. An appointment is necessary for the first two weeks of every semester. To schedule an appointment for services during the first two weeks of the semester, please go to the HUB's [Calendar](http://thehub.clayton.edu/index.php?nav=calendar). <http://thehub.clayton.edu/index.php?nav=calendar>

This course has assignments due beginning on the first day of class!

This course also uses the course management system myITlab.com. An access code is included with the textbook bundle package. All assignments and exams will be submitted via the course management tool.

It is the student's responsibility to check in the course management system that all work has been submitted. Use the "my grades" tab in the system to check your grades. Once the semester is over students will not be able to access the system so you must check your grades often throughout the semester.

TECHNICAL ISSUES:

It is your responsibility to operate and maintain your laptop. This is an intensive hands-on course and faculty WILL NOT assist with technical issues. If you experience problems work with the HUB to resolve these issues IMMEDIATELY.

You will need to bring an Ethernet cable and a mouse to every class.

ACADEMIC STANDARDS: Clayton College and State University does not condone cheating or other forms of academic dishonesty. The student handbook contains further information and guidelines.

GRADING:

Skill-Based Exams: 80%

PowerPoint (6) : 20%

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Access (6): 20%

Excel (11) : 40%

Midterm: 10% (midterm is in 2 parts, day 1 will cover Powerpoint (5%) and Day 2 will cover Access 5%)

Final : 10%

The midterm and final are timed exams and require a code that will be given to the student just before the exam in order to take the online exam.

90-100 A

80-89 B

70-79 C

65-69 D

<65 F

Neatness and punctuality are considered during grading. Students are expected to complete, and turn in on the due date, all required assignments. Late work is not accepted except in extreme cases and with severe penalties.

MIDTERM GRADE: Midterm grade is based on assessments that have graded up to that point in time.

ITP CHOICE: All students at CCSU are required to state that they have on-demand access to a notebook computer that meets the recommended hardware/software specifications that have been established by Clayton State faculty. Academic penalties may be incurred for not meeting this requirement. Refer to the ITP Choice website for specifications and FAQ's:

<http://itpchoice.clayton.edu/>.

ATTENDANCE: Consistent participation is required. Activities include attendance in class, e-mail correspondence, www discussion threads and study groups.

CLASS CANCELLATION POLICY: Should classes be canceled due to weather or other unforeseen circumstances, we will endeavor to remain on schedule. Such remedies may include adjustments to due dates, group tutoring sessions, additional office hours, and/or extended lab hours.

WITHDRAWAL: Students who stop attending class without doing the necessary withdrawal paperwork will receive an automatic grade of 'F'. Students who withdraw after midterm will receive an automatic grade of 'WF'. Withdrawal policy and procedures are published in the Academic Catalog.

NO SHOW: A registered student, who has failed to attend class (in person or by electronic equivalent) by the final payment deadline for the term, is considered a "no show." The "no show" student will be administratively withdrawn and will not be reinstated. The "no show" student is obligated to pay for all registration in effect at the end of drop-add even though he or she did not attend.

NOTE:

- Students who officially withdraw will receive a *W before* midterm on October 9th. Withdrawals after that day result in an automatic WF unless a hardship exception is granted.
- Students who are withdrawn from the course as a “No-Show” will NOT be reinstated in the course for any reason.

ELECTRONIC MESSAGES:

- The instructor may send e-mails with information vital to your success in the course. Check your e-mail often, at least once a day.
- Any voice-mail or e-mail messages are returned during the regular workweek.
- **ABSOLUTELY NO GRADED ASSIGNMENTS WILL BE ACCEPTED VIA E-MAIL.** Assignments must be turned in as the instructor directs.
- The instructor will NOT email or telephone to tell you everything you missed in class if you did not attend that day.
- Because of the number of students we typically have, there may be some delay in the instructor's response to an individual's e-mail.
- Do not send time-sensitive information via e-mail, speak to the instructor in person. A delivered e-mail does not relieve you of the responsibility of informing the instructor about some concern.
- Do not send a personal email correspondence to the instructor via the email class list.

ATTENDANCE:

- Students are expected to attend each class session. Attendance will be done electronically at every class meeting.
- Students who leave class early or arrive late will be counted absent for that class, unless prior approval has been obtained by the instructor.
- Students are responsible for knowing about announcements/assignments made in class, whether or not the student is present. Attendance is required for examination periods.

EXCUSED ABSENCES: The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following:

- Participation in an activity appearing on the university authorized activity list.
- Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Injury or illness that is too severe or contagious for the student to attend class. The student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence. An absence for a non acute medical service does not constitute an excused absence.
- Required participation in military duties.

TESTS/EXAMS: Because of the concentrated nature of the tests, and the logistical difficulties of make-up exams, students will NOT be allowed to make-up tests unless they have contacted the

instructor PRIOR to the exam in question with a legitimate, verifiable reason. In such a case, the student will be allowed to make up the exam before the next meeting of the class after the test. The student is responsible for contacting the instructor to make arrangements for the make-up exam, and must bring documentation of the reason for the missed test. An unexcused absence will result in a zero for that test. Please note that it is in your best interest to take tests as they are scheduled, as students almost invariably score more poorly on make-up exams and the final if they have missed the prior unit tests.

SKILL BASED EXAMS (THERE ARE 23 SKILLED BASED EXAMS IN THIS CLASS): All skill-based are due on the assigned date. *No late assignments can be accepted.* Skill Based Exams may always be submitted early! ALL 23 SKILLED BASED EXAMS ARE AVAILABLE BEGINNING ON THE FIRST DAY OF CLASS. IF YOU ARE GOING TO BE ABSENT IT IS YOUR RESPONSIBILITY TO DO THE WORK. IF YOU WAIT TILL THE LAST MINUTE IT IS NOT MY EMERGENCY OR PROBLEM.

HOMEWORK: All homework is due on the assigned date. *No late assignments can be accepted.* Homework may always be turned in early. In order to succeed in this course, a student must do each homework assignment.

STUDENT RESPONSIBILITIES: Students must abide by policies in the [Clayton State University Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

COMPUTER SKILL PREREQUISITES:

- Use the Windows™ operating system.
- Access and navigate web sites
- Send and receive e-mail using your campus email account via Outlook™ or Outlook Express™ program
- Attach and retrieve files via email.
- Install and run a CD Rom.
- **HAVE MS OFFICE 200Y INSTALLED ON YOUR COMPUTER BY THE END OF THE 1ST DAY OF CLASS.**

DISTRACTIONS: The use of pagers, radios, and cellular phones in class is PROHIBITED. Out of courtesy and respect for everyone's learning environment, TURN THEM OFF!!!

VISITORS: It is against CSU policy to allow any person not registered for a course to attend a class meeting. In particular, it is not reasonable to expect children to be able to sit quietly throughout a class meeting or testing period; please make alternate arrangements sufficiently ahead of time to avoid being "stuck" in a childcare dilemma.

DISRUPTIVE CLASSROOM BEHAVIOR

Disruptive behavior in the classroom can negatively effect the classroom environment as well as the educational experience for students enrolled in the course. Disruptive behavior is defined as any behaviors that hamper the ability of instructors to teach or students to learn. Common examples of disruptive behaviors include, but are not limited to:

- Eating in class
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Talking when the instructor or others are speaking
- Constant questions or interruptions which interfere with the instructor's presentation
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Creating excessive noise
- Entering the class late or leaving early
- Use of pagers or cell phones in the classroom
- Inordinate or inappropriate demands for time or attention
- Poor personal hygiene (e.g., noticeably offensive body odor)
- Refusal to comply with faculty direction

Students exhibiting these types of behaviors can expect a warning from the instructor or dismissal for the lesson in which the behavior occurs. Failure to correct such behaviors can result in dismissal from the course.

More extreme examples of disruptive behavior include, but are not limited to:

- Use of profanity or pejorative language
- Intoxication
- Verbal abuse of instructor or other students (e.g., taunting, badgering, intimidation)
- Harassment of instructor or other students
- Threats to harm oneself or others
- Physical violence

Students exhibiting these more extreme examples of disruptive behavior may be dismissed from the lesson or the entire course.

Students dismissed from a lesson will leave the classroom immediately or may be subject to additional penalties. Dismissed students are responsible for any course material or assignments missed.

Students dismissed from a course have the right to appeal the dismissal to the department head responsible for the course. Appeals beyond the department head may also be pursued. If no appeal is made or the appeal is unsuccessful, the student will receive a grade of WF (withdrawal – failing) regardless of the current grade in the course.

SCHEDULE : Subject to Change. Any changes made will be discussed in class.

In the course management system: myITlab, every class meeting will have the following available

Optional

Powerpoint Presentation over Chapter (optional)

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Skill based training

Self-Study Plan

REQUIRED

Skill based exam - all exams are due before the class period and late work is NOT accepted. Students will be allowed 3 attempts per exam. Remember that there are 23 exams over the course of the semester. Essentially for the first 10 weeks there is are 2 exams/assignments per week. Each exam/assignment takes between 1-2 hours to complete.

WEEK 1

Introduction to course

Powerpoint Chapter 1

Due: Powerpoint Skill –based exam 1

Chapter 1 Getting Started with Microsoft PowerPoint 2007

Week 2:

Powerpoint Chapters 2 and 3

Chapter 2 Designing a PowerPoint Presentation

Chapter 3 Enhancing a Presentation with Animation, Tables, and Charts

Week 3:

Powerpoint Chapters 4, 5 and 6

Week 4: Access Chapter 1 and 2

Getting Started with Access Databases and Tables.

Forms and Reports.

Week 5: Access Chapter 3 and 4

Queries.

Tables, Data Access Pages, and Converting a Database.

Week 6 Access Chapters 5 and 6

Building and Maintaining a Relational Database.

Advanced Forms and Subforms.

Week 7 : Midterms

Week 8 Excel Chapters 1 and 2

Creating a Worksheet

Using Multiple Sheet Workbooks

Week 9 Excel Chapters 3 and 4

Working with IF functions and Large Worksheets

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Creating Charts and Tables; Sorting and Filtering data

Week 10 Excel Chapters 5 and 6

Making Decisions with Functions

Using Named Ranges, Templates, Lookup Values, and 3-D references

Week 11: Excel Chapter 7

Importing data, expanding a table, and utilizing Database Features

Week 12: Excel Chapter 8

Creating Macros, Using Depreciation and Conditional Functions, and Creating PivotTables and PivotChart Reports

Week 13: Excel Chapter 9

Inserting Graphic Elements into Worksheets and Charts

Week 14: Excel Chapter 10

Creating Templates and Creating and Validating Forms

Week 15: Excel Chapter 11 and Thanksgiving Break

Nesting Functions and Consolidating Worksheets

Week 16: Excel Chapter 12

Working with Data Tables, Scenarios, Solver, XML, and the Document Inspector.

Final Exam Week