

CPTG 2201-01: Advanced Computer Applications
Course Syllabus
Summer 2011 - Short Term Session (First)

Course Description:

Course Title: Advanced Computer Applications
Course Number: CPTG 2201 (CRN: 53676)
Section Number: 01
Credit Hours: 3.0
Weekly: 3.0
Contact Hours:

Course Description: This course provides detailed coverage of common computer software applications used in business and industry. It assumes that the student is conversant with basic computer skills and builds on that base. Emphasis is on the application of advanced features of electronic spreadsheets, word-processing and presentation graphics; the fundamentals of database systems; use of the Internet for research.

Course Date: Monday, May 23, 2011 through Thursday, June 23, 2011. [Summer Short Term Session (First)]
Location: U262
Meeting Day(s): MTWR
Meeting Time(s): 10:15 am - 12:30 pm

Prerequisite(s): Math 1101 (C)

Course objectives and Learning 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.

Course Learning Objectives

- 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

Instructor Information:

Instructor Name: Muhammad Asadur Rahman, Ph.D.
Email: mrahman@clayton.edu
Office Location: UC 337
Office Hours: MTWR: 9:15am - 10:15am, 12:30-1:30pm and available by appointment.
Phone: 678-466-4446

Text and Other Resources:

Textbook (required): Required Textbooks are in a bundled packet (ISBN: 0-13-705544-7) published by Pearson-Prentice Hall and available in the campus bookstore. The bundle contains:

1. GO! with Microsoft Powerpoint 2007 Volume 1 by Gaskin and Vargas. Publisher: Pearson-Prentics Hall
2. GO! with Microsoft Accel 2007 Volume 1 by Gaskin, marks, and Townsend. Publisher: Pearson-Prentics Hall
3. MYITLAB Access Code. (Note: without MYITLAB Access Code you will not be able to do homework assignments and exams)

MYITLAB Course ID: **CRSABFK-227121** (you will need this course ID along with your MYITLAB Access Code to login into MYITLAB)

HIGHLY RECOMMENDED: choose an EXCEL reference book to use on the Excel assignments. [Optional: GO! with Excel 2007 Comprehensive by Gaskin and Jolly (ISBN13: 9780132255592)].

Software (required): Microsoft Office 2007 Professional (Excel 2007, Access 2007, and PowerPoint 2007).

If you do not have Microsoft Office 2007 Professional installed on your computer you can get it installed by contacting Hub's Student Software Support Services. The Student Software Support Services is located on the lower level of the Library.

This course also uses a web-based course management and content delivery software known as MYITLAB (<http://www.myitlab.com>). All assignments and exams will be administered via this course management software. It is the student's responsibility to check this software to ensure that all assigned work has been submitted. Check your grade periodically as the course progresses by using the tab "my grades" from within MYITLAB.

Course Policy:

Grading: There will be a midterm and a final exam in this course along with a number of skill based exams. No makeup work will be allowed in this course nor will there be any extra credit opportunity. Your grade in this course will be determined based on the percent of total points earned at the end of the term with the following weight given to each type of assessment:

Assessment Type	% of Total Grade
Final Exam:	10%
Midterm Exam:	10%
Skill-Based Exams (24):	80%
PowerPoint (6):	20%
Access (6):	20%
Excel (12):	40%

The final letter grades will be assigned based on the scale given below.

Letter Grade	% of Total Points Obtained
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60%

Assessments: All exams will be prescheduled and based on the topics assigned. You are expected to complete and submit the particular type of assessment in a timely manner. Late submissions will not be accepted. This course does not have any makeup.

Midterm Grade Reporting: The mid-term grade in this course, which will be issued (if required by the University) on or before June 6, reflects less than half of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term of summer session 1, which occurs on June 7.

Attendance Policy: You are expected to attend the classes and participate in class activities on a regular basis. Attendance will be taken, however, there is no penalty for not attending a class. A registered student, who has failed to attend class (in person or submitting an assigned task) by May 31, 2011 which is the last day for students to report to class is considered a "no show." The "no show" students will be reported to the registrar's office and such students are administratively withdrawn.

Academic Standard and Conduct Expectations: All submitted work in this course must be your own work and no collaborative work is allowed unless directed otherwise by the instructor. Clayton State University does not condone cheating, plagiarism, or other forms of academic dishonesty. The student handbook contains further information and guidelines. Students are expected to uphold the school's standard of conduct relating to academic honesty and assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

- Represent the work of others as their own.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.

- Misrepresent the content of submitted work.

Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation before it arises.

Tentative Course Schedule:

The following is the schedule for this course and it is subject to change:

Date	Topic / Suggested Reading	Book Chapter	Assignments
May.23	PowerPoint: Introduction, Getting Started with Microsoft PowerPoint 2007	Chapter.1, 2	See MYITLAB
May.24	PowerPoint: Designing a PowerPoint Presentation		
May.24	PowerPoint: Enhancing a Presentation with Animation, Tables, and Charts	Chapter.3, 4	See MYITLAB
May.25	PowerPoint: Enhance a Presentation with Advanced Table, Chart, and Animation Techniques		
May.25	PowerPoint: Delivering Custom Presentations	Chapter.5, 6	See MYITLAB
May.26	PowerPoint: Create, Modify, and Share Presentations by Collaborating with Others		
May.26	Access: Getting Started with Access Databases and Tables	Chapter.1, 2	See MYITLAB
May.26	Access: Sort and Query a Database		
May 31	Access: Forms, Filters, and Reports	Chapter.3.4	See MYITLAB
May 31	Access: Designing and Building a Relational Database		
June.01	Access: Automate Data Entry with Forms	Chapter.5	See MYITLAB
June.02	Access: Customize Data Output with Reports	Chapter.6	See MYITLAB
June.03	Midterm Exam (06/03/2011)	Exam in-class	Midterm Exam
June.06	Excel: Creating a Worksheet and Charting Data	-	See MYITLAB
June.07	Excel:Using Multiple-Sheet Workbooks	-	See MYITLAB
June.08	Excel:Working with IF Functions and Large Worksheets		
June.08	Excel: Creating charts and Tables, Sorting and Filtering Data	-	See MYITLAB
June.09	Excel: Making Decisions with Functions	-	See MYITLAB
June.13	Excel: Using Named Ranges, Templates, Lookup Values and 3-D References	-	See MYITLAB
June.14	Excel: Importing Data, Expanding a Table, and utilizing Database Features	-	See MYITLAB
June.15	Excel: Creating Macros, Using Conditional Functions, and Creating PivotTables and PivotCharts	-	See MYITLAB
June.16	Excel: Inserting Graphic Elements into Worksheets and Charts	-	See MYITLAB
June.20	Excel: Creating Templates and Creating and Validating Form	-	See MYITLAB
June.21	Excel: Nesting Functions and Consolidating Worksheets	-	See MYITLAB
June.22	Excel: Working with Data Tables, Scenarios, Solver, XML, and the Document Inspector	-	See MYITLAB
June.23	Final Exam (Last day of summer session I)	Exam in-class	Final Exam

We will use MYITLAB as the course management system and the student must check daily for any updates or postings. All content delivery and submissions including midterm and final exams will be managed via this software.

Additional Information:

ITP Choice: All students enrolled at Clayton State University are required to 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 FAQs: <http://itpchoice.clayton.edu/>. Also, each student is responsible for monitoring the Clayton State issued email address on a regular basis for official communications from faculty and administrators. Students must use Clayton State issued email address when communicating with faculty and administrators. Communications originating from non-CSU email address may be ignored.

Disability Services: Students with disabilities who wish to obtain this document in an alternative format or would like to request reasonable accommodations must contact the Disability Services Coordinator at 678-466-5445 or disabilityservices@clayton.edu. If you are already registered with Disability Services and are seeking accommodations for this course, please make an appointment with your instructor to discuss your specific accommodation needs and provide your accommodations letter.

Note: This syllabus is subject to change with notice. The notice will appear on this document or on the course website.

Last update: 23 May 2011.