

Course Description & Objectives:

This course will focus on advanced features and integrated Excel spreadsheet applications, introductory database development using MS Access, introduction to macro design, web page document creation using HTML and an introduction to computer systems architecture, security, communications, and networking.

Course Format:

This course uses an on-line format. Both an asynchronous and synchronous format will be used. Blackboard will be used for communication and chat sessions along with a CR508 class web site for downloads and links. The lecture materials and explanation of key points will be via the video broadcasts posted on the web page (Windows Media Player). In addition, classes will meet on-line (Blackboard) at the regularly scheduled class time each week. Most of the class time will consist of questions and answers re: topics for the week. The length of each class meeting will depend on the topics to be discussed and the number of questions asked. It is estimated that each regularly scheduled class will only be one half hour to one hour. The weekly sessions are optional except when a quiz or exam is given.

Prerequisites

Students are expected to have basic computer literacy including proficiency using the Windows operating system, file systems, downloading, and emailing with multiple attachments. Basic proficiency in Excel is expected since we begin Excel at the intermediate level. A Pentium class computer running Windows XP and an Internet connection with access to Blackboard is required. The text assumes Office 2003 versions of Excel and Access. Office 2000 and 2002 are also OK. The latest versions of Windows Media Player are also required.

Texts:

Parsons & Oja, Computer Concepts, 9th Ed., Intro, Course Technologies, 2007. ISBN 1-4188-3945-0

Parsons, Oja, Ageloff, & Carey, Excel 2003, 2nd Ed, Comp, Course Technologies, 2006. ISBN 0-619-26815-8

Adamski & Finnegan, Access 2003, Intro, Course Technologies, 2006. ISBN 1-4188-3908-6

Carey, New Perspectives on HTML & XHTML, Brief, Course Technologies, 2005. ISBN 0-619-26745-3

Learning Outcomes:

The student will develop skill in using the advanced features of MS Excel, database creation using MS Access, and the basics of web page development. The student will understand the fundamentals of the business use of computer and data communication systems and be able to communicate effectively with technical support people.

Grade Distribution		Grade Assignment	
Midterm	25%	93-100%	A
Assignments	15%	90-92%	A-

Quizzes	35%	87-89%	B+
Final Project	25%	83-86%	B
		80-82%	B-
		77-79%	C+
		73-76%	C
		70-72%	C-
		Below 70%	F

Project:

The Term Project may be an Internet Web Page (using HTML, not using a web page development tool such as Frontpage), an advanced Access Database, an advanced Excel Spreadsheet with annotation, or an integrated document utilizing a combination of the learned applications. The goal is to illustrate that you have comprehensive understanding and competence with at least one of the applications. If possible, do something that will be of real value for you.

Classroom Policies:

The success of this course is dependent on adequate preparation for each on-line class by the students and instructor. The most effective and efficient use of on-line class time aims at reinforcing or clarifying what YOU tried to learn prior to the class. Since the material for each week will be presented with videos posted on the web, you are not required to log in to on-line class meetings. However, the chat sessions are used to answer questions regarding the weekly material. If specific questions require a lengthy response, additional material will be posted on Blackboard the next morning. All chat sessions are recorded for subsequent viewing.

Assignments:

All assignments are to be emailed to me by the due date posted. Late work will be penalized one full grade point for each class period late. It is important that you use the proper format for presenting your homework. One workbook with multiple pages must be used. The first assignment is posted for review as an example.

Exams:

There will be one midterm exam in this course. It will consist of questions covering terminology and theory based on the concepts part of the course. The material available to you are the Concepts book, the Labs found on the CD-ROM included with your book, and any RealPlayer concept lectures posted on the web site. It will not include questions related to the applications being studied, i.e., Excel or Access. Quizzes will be given to measure your ability to use the applications being studied. They will be transferred to you on-line at a specific time. They must be completed and posted in the Digital Drop Box within the specified time limit. **No makeup of quizzes.** If you cannot be available, you must arrange with me ahead of time.

COURSE SCHEDULE

WK	DATE	TOPICS	READING	ACTIVITY
1	Week 1	Course Orientation, On-line Q & A	<u>All</u> Announcements	
2	Week 2	Excel Functions & Lists	Excel 195-252	Assignment
3	Week 3	Integrated Functions & Development	Excel 253-320	Quiz
4	Week 4	LANs, Multiple Worksheets	Excel 321-408	Assignment
5	Week 5	WANs, Data Tables, & Scenario	Excel 411-457	Assignment
6	Week 6	Complex Problems & Solver	Excel 459-495	Assignment
7	Week 7	Web page development		Quiz
8	Week 8	Database Concepts and Development	HTML Chaps. 1 & 2	Assignment
9	Week 9	Queries & Forms	Access 1-80	Midterm
10	Week 10	Reports and Advanced Functions	Access 81-168	Assignment
11	Week 11	Integrated Functions	Ac 171-220, Ex 497-556	Assignment
12	Week 12	Final	Final Project	Quiz