Morehead State University
College of Business and Public Affairs
School of Business Administration - Information Systems
CIS 211 – Spreadsheet and Database Apps
Fall 2011

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Office Hours: *Combs 114A → Tuesday/Thursday - 4:15pm-5:00pm; Thursday – 1:45pm – 2:45pm*
ONLINE → Monday/Wednesday – 1:45pm-3:30pm
I check my email and phone messages daily, and can meet additional times via office, telephone, or online.

School of Business Administration - *Student Services Center*: Combs 214

CATALOG COURSE DESCRIPTION: **MSU Undergraduate Catalog**
Prerequisite: *CIS 101*. This course prepares students to be proficient in both Microsoft Access and Microsoft Excel. In addition, students gain experience with microcomputer hardware, operating systems, and printer and disk file management. This course is intended for students in the CIS or BIS option.

Conceptual Framework
Community Engagement: A Light to and from the Mountains

The Professional Education Unit at Morehead State University delivers rigorous, high quality programs that prepare professionals informed by best national and international scholarship, plus research, literature, and experiences specific to Appalachia- preparing professionals to improve the schools, quality of life, and the communities in which they live and serve. This statement is not only the strategic mission for the College, but it also incorporates the conceptual framework that guides all our activities.

Conceptual Framework Outcomes (CFO's):

The Unit and the faculty within individual programs assess the degree to which its graduates:

1. Master the content knowledge, professional and the twenty – first century skills need to make an optimal contribution to "whole" student learning in education settings.

2. Are competent in the collection and use of data to inform decision – making and to demonstrate accountability for student learning.

3. Demonstrate professional dispositions

4. Are culturally competent and understand the regions from which they have come utilizing knowledge and experiences to effectively "bridge the gaps" (economic, achievement, and geographic) ensuring optimal learning for all students.

5. Engage in authentic field experiences in collaboration with committed school-based partners and are empowered to improve the quality of education throughout this region and beyond.

STUDENT LEARNING OUTCOMES (SLOS): BY THE END OF THIS COURSE, CANDIDATES WILL BE ABLE TO:

1. Demonstrate proficiency in applying Microsoft Excel 2007 workbooks, templates, and macros to the solution of numeric-based problems.
2. Demonstrate proficiency in creating Microsoft Access 2007 database applications which utilize forms, queries, reports and menus to organize data and the presentation of information.
3. Demonstrate competency in *problem solving* in an environment that utilizes Excel and Access.
4. Demonstrate effective design and meaningful interpretation of spreadsheets that solve quantitative problems, evaluate alternative solutions, and introduce what-if analysis for decision making.
5. Demonstrate effectiveness in organizing, selecting, and utilizing information in a database system.

INSTRUCTIONAL MATERIALS REQUIRED

This is a PC-based course, requiring ***Microsoft WINDOWS XP*** and ***Office 2007*** versions of *Excel* and *Access* software. ***Microsoft Vista*** may be used instead of Microsoft Windows XP.

ISBN #	Textbooks
ISBN 13: 978-1-4239-0584-4 ISBN 10: 1-4239-0584-9	**New Perspectives on Microsoft Office Excel 2007, Introductory,** Authors: Parsons, Oja, Ageloff, &Carey; © 2007, Course Technology, a division of Thomson Learning.
ISBN 13: 978-1-4239-0588-2 ISBN 10: 1-4239-0588-1	**New Perspectives on Microsoft Office Access 2007, Introductory,** Authors: Adamski, Finnegan; © 2007, Course Technology, a division of Thomson Learning.
ISBN 13: 978-1-4239-9823-5 ISBN 10: 1-4239-9823-5	**CaseGrader: Microsoft Office Excel 2007 Casebook with Autograding Technology** – *Contains student's keycode*. Crews & Murphy, © 2007, Course Technology, a division of Thomson Learning. Do not buy this as USED; the required keycode/password is for one-time use, by one student.

CAMPUS SAFETY

Emergency response information will be discussed in class. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary. You should notify your instructor at the beginning of the semester if you have special needs or will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response protocols at **http://www.moreheadstate.edu/emergency/**

GRADING POLICY and BASIS FOR FINAL GRADES

1. **BASIS FOR FINAL GRADE**:

Quizzes and Exams	45%	90 to 100%	A
Labs, Assignments, and Tutorials	45%	80 to 89%	B
Attendance, Preparation & Participation	10%	70 to 79%	C
		60 to 69%	D
		59% and below	E

To pass this course, students must earn a passing grade on each course segment, Excel and Access.

2. Attendance credit is assigned for regular participation and assignments; these are identified as such.
3. Assignments are described on the Blackboard course site – requirements, due dates, and links for submitting files.

4. Assignments will be checked for completeness (all parts finished) as well as accuracy. *Assignments include specific directions, models of the correct solution, and grading guidelines.*
5. Quizzes and exams are primarily competency-based and will be scheduled/announced by the instructor.
6. Consistent with department policy, a grade of Incomplete will be granted for documented medical reasons only.
7. Mid-term grades include a report of the course work graded at that time. *The instructor reports the grade to the Registrar and informs students of the components of the grade reported by identifying quizzes, assignments and percentages applied.*
8.

NCATE/ EPSB Accreditation Alignment of SLO's and CFO's

Program: Business and Marketing Education, Grades 5-12, CIS 211					
Aligned with → Assessments	**Kentucky Teacher Standards (KYS)**	**Kentucky Education Reform Act (KERA)**	**Education Professional Standards Board (EPSB) Themes**	**National Association of Business Teacher Education**	**NCATE**
Quizzes and Exams **45% of course** **CFO: 1** **SLO: 1, 2, 3, 4, 5**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10	1
Labs, Assignments and Tutorials **45% of course** **CFO: 1** **SLO: 1, 2, 3, 4, 5**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10	1
Attendance, Preparation, and Participation **10% of course** **CFO: 1** **SLO: 1, 2, 3, 4, 5**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10	1

Assignment Descriptions

Program: Business and Marketing Education, Grades 5-12, CIS 211	
Assessment (point value)	**Description**
Quizzes and Exams **45% of course**	Quizzes and exams are primarily competency-based and will be scheduled/announced by the instructor.
Labs, Assignments and Tutorials **45% of course**	Assignments are described on the Blackboard course site – requirements, due dates, and links for submitting files. Assignments will be checked for completeness (all parts finished) as well as accuracy. *Assignments include specific directions, models of the correct solution, and grading guidelines.*
Attendance, Preparation, and Participation **10% of course**	Attendance credit is assigned for regular participation and assignments; these are identified as such

Accommodating Students with Disabilities

Professional staff from MSU Academic Services Center (ASC) coordinates efforts to address accessibility needs and class accommodations with instructors of students who have learning or physical disabilities. Faculty will cooperate with the ASC staff to accommodate the needs of students taking departmental courses. It is the student's responsibility to inform the instructor of any special needs before the end of the second week of classes.
Instructor's note: Please let me know if you need assistance locating these important resources. If you require ADA accommodations for our course, please inform me immediately. Thanks.

TEACHING AND LEARNING

CIS 211 is a software applications course based in sound problem-solving principles. Students will learn these principles while working with Microsoft Excel and Microsoft Access. Microsoft Excel is a spreadsheet program that allows users to organize data, complete calculations, make decisions, graph data, develop professional looking reports, publish organized data to the Web, and access real-time data from Web sites. Microsoft Access is a database management system that supports data entry and updates, data queries, forms building and manipulation for data updating and viewing, effective report generation, and real-time access to data via the Internet.

Students will learn to analyze information presented in a worksheet and to explain that information to others. In addition students will understand the fundamentals of spreadsheet design and working from a problem description. For database applications, students will practice fundamental database techniques for organizing data, apply principles for querying and reporting information, and practice using principles of good design.

Practice with the software includes completion of textbook-based application building. In other words, students will complete PC-based assignments each week. Student's competency will be assessed using exams in the application (questions about using Excel and Access), specific lab assignments using Excel and Access (similar to a homework assignment), and question sets about the concepts and procedures learned. Exams will be prepared in a format that is similar to the types of assignments used regularly as homework.

Each week there will be a new unit of work presented in the Blackboard course site.
The unit will include assignments, written directions, due dates, and announcements about related quizzes and exams. Feedback about student work is given on a regular basis as a combination of general class responses, examples of solutions, and notes to individual students.

CAMPUS CALENDAR
http://www.moreheadstate.edu/registrar/index.aspx?id=3795

Campus Printing and Information Technology Services

MSU's Network Print Management System provides high-speed laser printing for campus computer labs and the computer classrooms. All users (students, faculty, staff) pay for printing. **Campus printing information:** **Morehead State University - Office of Information Technology Campus Printing**

Student Services information related to Campus Computing: **MSU - Office of Information Technology - Technology Service Center**

COURSE POLICIES

1. **Attendance** is required; i*n an online class this* ***means regular attention to the Bb course site*** *– announcements, discussion, assignments & effort.*	Regular attendance is a major contributor to student success in a course.
2. Department regulations will be adhered to concerning ***excessive absenteeism***. **If a student has not completed course work for a period of more than 2 weeks, the student's access to the Bb course site may be denied/closed; no login permitted. The student is no longer able to pass the course.**	The Information Systems Department policy is**: "Students who miss five or more hours of class time must receive a failing grade unless the absences are excused in conformity with the University's attendance policy."** **For online students** this means that more than 2 weeks of incomplete assignments is interpreted as the same as missing five or more hours of class.

3. **Make-up exams or quizzes** are given *only* for prior notification and approval of an excused absence (department policy).	Consistent and fair policies are maintained regarding make-up exams and quizzes.
4. Files for completed lab assignments must be submitted *electronically* according to the Bb course directions. Students are responsible for checking their file prior to submitting it.	Assignments must be submitted using the Blackboard system and according to the course site instructions. Assignments are not accepted via email.
5. **Assignments** must be submitted according to the **due dates.** Once the correct solution has been released for students, late files are not accepted.	Assignments are not accepted late unless announced by the instructor, or agreed upon in advance.
6. Students should retain a copy of all files (on your PC and/or flash drive) throughout the semester.	Students may be asked to produce their original file, or to use that file in a later assignment.
7. Any form of **cheating –** copying, sharing files, submitting the work of another as your own – is not permitted. ***CaseGrader* software has built-in plagiarism detection.**	Students who participate – either as givers or receivers - in any form of cheating will fail the assignment and/or the course.

COURSE CONTENT COVERAGE

The following is a tentative schedule; our Bb course site shows the exact schedule.
The week's schedule notation refers to on-campus courses: [M] - Mon/Wed/F1 week or [T] – Tu/Th/F2 week.

WEEK	DATE	TOPICS	PAGE Numbers
1 [M] [T]	Monday's date … for this Week	Tutorial # - Title of Tutorial – *Focus of our Learning/Labs*	
		Microsoft Excel – Level I	
2 [M] [T] [W] [T]		1 – Getting Started with Excel – ***Creating an Order Report*** 2 – Formatting a Workbook – ***Formatting a Financial Report*** 3 – Working with Formulas and Functions – ***Developing a Budget*** 4 – Working with Charts and Graphics – ***Charting Financial Data***	EX 1 – EX 56 EX 57 – EX 112 EX 113 – EX 160 EX 161 – EX 215
		Microsoft Excel – Level II	
3 [M] [T] [M]		5 – Working with Excel Tables, PivotTables, and PivotCharts – ***Tracking Museum Art Objects*** 6 – Managing Multiple Worksheets and Workbooks – ***Summarizing Ticket Sales*** 7 – Using Advanced Functions, Conditional Formatting, and Filtering – ***Reviewing Employee Data*** 8 – Developing an Excel Application & Special Projects in Excel – ***Creating an Invoice***	EX 217 – EX 280 EX 281 – EX 336 EX 337 – EX 392 EX 393 – EX 455
		Microsoft Access – Level I	
4 [T] [M] [T] [M]		1 – Creating a Database – **Creating a Database to Contain Customer, Contract, and Invoice Data** 2 – Building a Database and Defining Table Relationships – **Creating the Invoice and Customer Tables** 3 – Maintaining and Querying a Database – **Updating and Retrieving Information About Customers, Contracts, and Invoices** 4 – Creating Forms and Reports – ***Creating a Customer Data Form, a Customer Contracts Form, and a Customers and Contracts Report***	AC 1 – AC 44 AC 45 – AC 98 AC 99 – AC 152 AC 153 – AC 200
		Microsoft Access – Level II	
5 [T]		5 – Creating Advanced Queries and Enhancing Table Design –	AC 201 – AC 262

[M] [T]	May37-11	***Making the Panorama Database Easier to Use*** 6 – Using Form Tools and Creating Custom Forms – ***Creating Forms for Belmont Landscapes*** 7 – Creating Custom Reports – ***Creating Reports with Information about Contracts and Invoices*** 8 – Sharing, Integrating, and Analyzing Data – ***Importing, Exporting, Linking, and Analyzing Data in the Panorama Database*** ***Final Exam Week***	AC 263 – AC 332 AC 333 – AC 388 AC 389 – AC 442
		Textbook Resources – Now and Later	
		Quizzes: Approximately one quiz every third week **Exams:** Excel – comprehensive exam, completion of Excel work. Access – comprehensive exam, completion of Access.	

CIS 211 - ONLINE

1 – The standard CIS 211 course syllabus is the *guide* for all sections of CIS 211. **HOWEVER, students will obtain <u>all</u> assignments and course deadlines *primarily* through their course site on MSU's Blackboard (Bb) system.**

2 – Because these are <u>the basis of our course content</u>, all **CIS 211 ONLINE students must use the following PC configurations and software:** Internet Explorer 7 (network browser), Microsoft Windows XP (operating system), Microsoft Office 2007 suite (primarily Excel and Access). *Vista* is an acceptable alternative for Windows XP. Alternatives such as the *Macintosh computer system, Microsoft Works* and earlier versions of Office software (such as *Office 2003*) are <u>not acceptable</u> for our course. ***Solution:*** MSU's main campus has several academic labs containing everything required for our course. The MSU Campus Centers' labs have the same.

2 – Assignments must be submitted each week, prior to the week's deadline. Students submit all assignments to the Blackboard system, or, as assigned, to the Excel CaseGrader system, according to directions given. **<u>Assignment files are not accepted via email.</u>** Always c*ontact your instructor in advance* about problems.

3 – An **Internet course demands regular and timely commitment;** assignments are required each week. *If you're already* ***<u>over-scheduled</u>*** *or* **over-worked**, *please take this course in a later semester.*

4 – **Our exams and quizzes require a PC and a stable high-speed internet connection (cable or DSL, not dial-up).** Testing will emphasize demonstrating the same skills required to complete assignments as well as an understanding of the fundamental concepts of problem solving, effective design techniques, and verification of data and information. We use *Excel* ***CaseGrader****, a* web-based application, for some quizzes and exams.

5 - Internet students are required to take quizzes and exams at a scheduled testing time. When possible, alternative times (such as choices between 2 days and/or times) will be available. The schedule is announced with the weekly assignments information on the Bb course site.

The instructor reserves the right to require a student to take an exam in an appropriately-supervised (proctored) setting, and/or to retake an exam if there are any technical or authenticity issues about the original test-taking event. It is possible that I will require that students enrolled in other courses on MSU's main campus or MSU campus centers take their CIS 211 exams in a testing location in a designated PC lab classroom. For students who take <u>no</u> courses on MSU's main campus or MSU campus centers, alternative arrangements will be considered. These arrangements must meet the instructors' requirements and must be approved in advance. *The purpose of these arrangements is to prevent, or, solve technical errors, or to prevent, or resolve, questions about individual work.*