Morehead State University
College of Business and Public Affairs
School of Business Administration - Information Systems
CIS 211 – Spreadsheets & Database Applications
Spring 2011

Instructor: *Dr. Randall McCoy* **Office Location:** *Combs 114G*
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Office Hours: ***ONLINE*** → *Daily via Bb course, email, and collaboration software.I check my email and phone messages daily, and can meet additional times via office, telephone, or online.* ***Two sections***
School of Business Administration - *Student Services Center*: Combs 214

CATALOG COURSE DESCRIPTION **MSU Undergraduate Catalog 2009-2010**

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 business degree fields, but offers advanced skills for all majors interested in computer applications.

TEACHING AND LEARNING

In this course students solve progressively more-complex problems which require them to understand problem specifications, create applications using the appropriate software, and solve problems that arise while building the solutions. The instructor participates directly in the student's work on assignments. In other words, the instructor provides a weekly guide to the unit; responds to student questions in a forum available for review by all students; and provides instruction that illustrates effective practices, strategies and solutions.

Each week there is a new unit of work presented in the Blackboard course site. Each unit contains student learning objectives, the instructor's guide to success with the unit, new assignments (problems), exam information and the weekly deadlines.

Each problem assigned includes: date due, detailed requirements, a grading rubric, instructor feedback, and annotated solutions (after grade reporting). Weekly participation assignments are designed to reinforce the student's development of problem solving and reasoning skills, recognition of effective practice and design, and understanding of effective application of the software. **Four exams are given at regular intervals** in the instruction; each exam provides a comprehensive, focused assessment and utilizes the same type of problem format as the course assignments.

INSTRUCTIONAL MATERIALS REQUIRED

This is a PC-based course, requiring *Microsoft WINDOWS XP* (or *Microsoft Vista*) **and** ***Office 2007*** versions of *Excel* and *Access* software.

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	**New Perspectives on Microsoft Office Access 2007,**

ISBN 10: 1-4239-0588-1	**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.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course each student should be able to:

1. Demonstrate proficiency in creating Microsoft Excel 2007 applications to successfully organize and present data and information to meet organizational and business-related requirements.
2. Demonstrate proficiency in creating Microsoft Access 2007 database applications to successfully organize and present data information to meet organizational and business-related requirements.
3. Demonstrate competency in using problem solving and analytical reasoning skills to identify and apply resources for the Excel and Access application environment.
4. Identify effective design and meaningful interpretation of spreadsheets that solve quantitative problems, evaluate alternative solutions, and introduce what-if analysis for decision making.
5. Identify elements of effective in organization and utilization of information in a database system.

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.

ACHIEVEMENT of STUDENT LEARNING OUTCOMES

Learning is assessed in weekly assignments and in exams, which directly measure the course outcomes identified.
Refer to: Syllabus, Content Coverage, page 4

Student Learning Outcomes	Course Assignments	Course Exams
1, 3, 4	Excel Units #1 – #8	Exams – Excel Level I and Level II
2, 3, 5	Access Units #1 - #8	Exams – Access Level I and II

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/**

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 inform me at the start of our course, so that I may understand your request. 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.

GRADING POLICY and BASIS FOR COURSE GRADE

Basis for Course Grade			
Quizzes and Exams	35%	90 to 100%	A
Excel & Access Assignments	55%	80 to 89%	B
Participation Assignments	10%	70 to 79%	C
		60 to 69%	D
		59% and below	E

1. ***To pass this course, students must earn a passing grade in <u>each</u> course segment, i.e., Excel and Access.***
2. Exams are scheduled (announced in advance) by the instructor.
3. Consistent with department policy, a grade of Incomplete will be granted for appropriate and documented (e.g., medical) reasons only.

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

Program: Business and Marketing Education, Grades 5-12, CIS 426				
Aligned with Assessments	**Kentucky Teacher Standards (KYS)**	**Kentucky Education Reform Act (KERA)**	**Education Professional Standards Board (EPSB) Themes**	**National Association of Business Teacher Education**
Exams **35% of course** **CFO: 1** **SLO: 1**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10
Assignments **55%of course** **CFO: 1** **SLO: 1**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10
Participation **10% of course** **CFO: 1** **SLO: 1, 2, 3, 4**	1, 2, 4, 5, 6	2, 6	EPSB: 2 NCATE: 1	2, 10

Assignment Descriptions

Program: Business and Marketing Education, Grades 5-12, CIS 426	
Assessment (point value)	**Description**
Exams **50% of course**	**Four exams are given at regular intervals** in the instruction; each exam provides a comprehensive, focused assessment and utilizes the same type of problem format as the course assignments.
Assignments and Quizzes **30% of course**	In this course students solve progressively more-complex problems which require them to understand problem specifications, create applications using the appropriate software, and solve problems that arise while building the solutions. The instructor participates directly in the student's work on assignments. In other words, the instructor provides a weekly guide to the unit; responds to student questions in a forum available for review by all students; and provides instruction that illustrates effective practices, strategies and solutions. **Each week there is a new unit of work presented in the Blackboard course site.** Each unit contains student learning objectives, the instructor's guide to success with the unit, new assignments (problems), exam information and the weekly deadlines. **Each problem assigned includes:** date due, detailed requirements, a grading rubric, instructor feedback, and annotated solutions (after grade reporting). Weekly participation assignments are designed to reinforce the student's development of problem solving and reasoning skills, recognition of effective practice and design, and understanding of effective application of the software
Participation **10% of course**	Students are expected to come to class prepared and ready to complete in-class assignments.

CAMPUS CALENDAR

Date	*Topic*	***Notes***
January 18 – Tuesday	*First Day of Spring Classes*	*Semester Begins*
March 4	First half-semester classes end	
March 7	Mid-Term Grade Reports: Due to Registrar by 9:00 am. Second half-semester classes begin Last day to add second half-semester class	*Students – Obtain Grades from Web or advisor.* *Recheck your course schedule for second half-semester class location and class time.*
March 21 – 25	*Spring Break*	*NO MSU CLASSES*
March 31	"W" grade deadline	Last day for students to withdraw from a full-term course with a grade of "W" (otherwise, failed).
April 4-8	Advance Registration for Summer and Fall 2011 Classes!	Meet with your advisor in advance, to choose courses and schedule.
April 1	Last day to drop second half-semester class with "W"	Last day for students to withdraw from a second-half course with a grade of "W" (otherwise, failed).
May 9-13	Final Exams Scheduled	Final course project or exam. See: University Exam Schedule.
May 16 – Monday	Final Grade Reports: Due to Registrar by 9:00 am	Students – Obtain Grades from Web

Campus Information Technology Services

1 - Campus printing information: **Morehead State University - Office of Information Technology Campus Printing**
2 - Campus Computing: **MSU - Office of Information Technology - Technology Service Center**

COURSE POLICIES

1. **Attendance** is required. **ONLINE** *This requires working regularly (checking discussions, new assignments, feedback) on the Bb course site and monitoring email daily, for course-related broadcasts or critical information.*	Regular attendance is a major contributor to student success in a course. Students who do not complete their work regularly (weekly) will not be successful in the course. ***On our Bb course site, there is a new unit of work assigned each week; it includes homework, deadlines, helpful guides, Bb participation, and feedback.***
2. Students are urged to contact the instructor as soon as they have an interruption in course attendance (illness, job-related, pc-related).	The instructor will help the student identify campus resources that may assist them with their problems, and where appropriate, the instructor will provide an alternative due date or assignment.
3. 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 unavailable; no login permitted. **The student is no longer able to pass the course.**	**"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.
4. **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. Prior notification is required, including appropriate evidence and reason for make-up.
5. Files for completed lab assignments must be submitted *electronically* according to the Bb course directions. Students are responsible for submitting the correct file and will not be offered multiple opportunities to resubmit a file.	Assignments must be submitted using the Blackboard system and according to the course site instructions. Assignments are not accepted via email. **Students are responsible for verifying the correct file (and contents) prior to submitting the file. If confused, please ask for help prior to deadlines..**
6. **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.
7. Students should retain a copy of all files (on your PC and/or flash drive) until completion of the semester.	Students may be asked to produce their original file, or to use that file in a later assignment.
8. Any form of **cheating –** copying, sharing files, submitting the work of another as your own – is not permitted. The ***CaseGrader*** **software has built-in plagiarism detection.**	Students who participate in any form of cheating will fail the assignment and/or the course. Information source: **http://www.moreheadstate.edu/dsl/eaglehandbook/?id=1028**

COURSE CONTENT COVERAGE

The following is a tentative schedule; ***our Bb course site contains the complete schedule.***
The week's schedule notation refers to on-campus courses.

WEEK	DATE	UNITS, application, and Levels	PAGE Numbers
[M]	Monday's date … for this Week	**Unit # - Title of Tutorial – Focus of our Learning**	
		Microsoft Excel – Level I	
[M]	Jan 24 Jan 31 Feb 7 Feb 14	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	
[M]	Feb 21 Feb 28 Mar 7 Mar 14	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	
[M]	Mar 21 Mar 21-28 Apr 4	1 – Creating a Database – **Creating a Database to Contain Customer, Contract, and Invoice Data (due 28th)** ***MSU Spring Break March 21st – March 25th*** 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	
[M]	Apr 11 Apr 18 Apr 25 May 2	5 – Creating Advanced Queries and Enhancing Table Design – ***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***	AC 201 – AC 262 AC 263 – AC 332 AC 333 – AC 388 AC 389 – AC 442
	May 9	***Final Exam Week***	

IMPORTANT – INFORMATION for the ONLINE Course

1 – The course syllabus is the *guide* for all sections of CIS 211. However, students will find all course materials on their course site on MSU's Blackboard (Bb) system.

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

3 – Successful participation in an online course requires **a reliable PC, the correct software, and a stable high-speed internet connection (cable or DSL, not dial-up).** This is because the work in our course includes processing and saving large application files, downloading and uploading assignment files, and using auto-grading software within a deadline-based schedule. To continue to be successful in the course, students must have a sufficient backup plan such as using campus pc labs or other adequate facilities.

4 – Because these are the basis of our course content, 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 2007* and *Access 2007*).

a) *Vista* is an acceptable alternative for Windows XP.
b) Alternative browsers (e.g., certain version of *Firefox*) are acceptable, but only if they are compatible with the *Blackboard* and *CaseGrader* systems. **Use the browser compatibility tests to verify**.
c) Alternatives such as the *Macintosh computer system, Microsoft Works* and earlier versions of Office software (such as *Office 2003*) are not acceptable for our course. ***Solution:*** MSU's main campus and regional campuses have academic pc labs containing pcs that meet course requirements.

5 – 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.
- Students are responsible for verifying the correct file (and contents) prior to submitting the file. If confused, please ask for help prior to deadlines.
- Assignment files are not accepted via email.

6 – Online students are required to take exams at a scheduled testing time. When possible, alternative times (such as choices between 2 days and/or times) will be available. The scheduled exam is announced with the unit 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, to take an alternate exam, or to retake an exam if there are any technical or authenticity issues about the original test-taking event.* For example, 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 no courses on MSU's main campus or MSU campus centers, alternative arrangements will be considered, e.g., obtaining exam proctors. 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.