Knight Foundation School of Computing and Information Sciences

Course Title: Microcomputer Applications for   **Date:**
Business

Course Number: CGS 2100

Number of Credits: 3

COURSE DESCRIPTION

The purpose of this course is to make the student proficient in solving business related problems using spreadsheet and database computer software.

Course Objectives:

Outcome 1: Master Working with Files (1/2 week)
Outcome 2: Master Using Excel to Manage Data and Working with Formulas and Functions (1 week)
Outcome 3: Master Developing a Professional-Looking Worksheet and Working with Charts and Graphics (1 week)
Outcome 4: Master Working with Excel Lists (1/2 week)
Outcome 5: Master Working with Multiple Worksheets and Workbooks (SKIP)
Outcome 6: Master Introduction to Microsoft Access 2007 and Creating and Maintaining a Database (1 week)
Outcome 7: Master Querying a Database and Creating Forms and Reports (1 week)
Outcome 8: Master Enhancing a Table's Design, and Creating Advanced Queries (1/2 week)
Outcome 9: Master Creating Custom Forms (SKIP)
Outcome 10: Master Creating Custom Reports (SKIP)

Projects: **1 (Outcome 1, 2, 3, 4)**
                   2 (Outcome 6, 7, 8)
Exams: **1 (Outcome 1, 2, 3, 4)**
                   2 (Outcome 6, 7, 8, 9, 10)

Academic Conduct

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

COURSE POLICIES

Student Conduct In-Class Policy

Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook.

Children In-Class Policy

Only in extreme cases are children allowed in classroom or laboratory facilities, and then only with approval of the instructor prior to class.

Electronic Devices In-Class Policy

Cellular phones, pagers, CD players, radios, and similar devices are prohibited in the classroom and laboratory facilities. Calculators and computers are prohibited during examinations and quizzes, unless specified. Reasonable laptop-size computers may be used in lecture for the purpose of taking notes.

Examination Policy

Two **announced** examinations will be given. **No make-up exams** will be allowed without prior arrangements being made. Make-up exams must be taken when scheduled.

In Case You Are Late or Absent: It is your responsibility to get the course notes, handouts, and laboratory or project assignments should you miss class or be late.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students 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:

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

The penalty for violating the honor code is severe. 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.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other

words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Disabilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

CONSULTANT ASSISTANCE

Consultants in the open lab are on duty to assist you with hardware and software problems. If your computer malfunctions or your printer is out of paper, go to the main desk and ask a consultant for help. The consultants are not laboratory assistants and, therefore, are not responsible for answering specific laboratory homework questions.

Course Requirements

1. Textbook: (Course Package) (**New Perspectives Series**)
    Microsoft Excel 2007 Introductory, Microsoft Access 2007 Introductory
    By Course Technology, Inc.
2.   **Two USB 64/128 MB Flash Drive (IBM or PC Format)—For All Labs and Projects**

Labs:	5%
Project-1(Excel):	**10%**
Project-2(Access):	**10%**
Test-1:	**35%**
Test-2:	**40%**

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CGS 2100
Microcomputer Applications for Business

Both Exams are Written, Objective and contain 100 Questions.
Both Exams are in VH-131 at the time of the Lecture meeting.
Dates will be announced later.

ALL Grading will be done by Prof. Akache

Final grade will be CURVED.
Curved Grade 93-100   "A"
Curved Grade 89-92 "A-"
Curved Grade 85-88 "B+"
Curved Grade 81-84 "B"
Curved Grade 79-80 "B-"
Curved Grade 75-78 "C+"
Curved Grade 70-74 "C"
Curved Grade 65-69 "D+"
Curved Grade 60-64 "D"
Curved Grade 0-59   "F"

Following is a brief course syllabus

Week 1 **Tue 6/28/2011**	**Tutorial 1 Excel2007**
Week 1 **Thu 6/30/2011**	**Tutorial 2 Excel2007**
Week 2 **Tue 7/5/2011**	**Tutorial 3 Excel2007**
Week 2 **Thu 7/7/2011**	**Tutorial 4 Excel2007**

Week 3 **Tue 7/12/2011**	**Tutorial 5 Excel2007**
Week 3 **Thu 7/14/2011**	**Excel EXAM**
Week 4 **Tue 7/19/2011**	**Tutorial 1 Access2007**
Week 4 **Thu 7/21/2011**	**Tutorial 2 Access2007**
Week 5 **Tue 7/26/2011**	**Tutorial 3 Access2007**
Week 5 **Thu 7/28/2011**	**Tutorial 4 Access2007**
Week 6 **Tue 8/2/2011**	**Tutorial 5 Access2007**
Week 6 **Thu 8/4/2011**	**Tutorial 5(Continued) Access2007**
Week 7 **Tue 8/9/2011**	
Week 7 **Thu 8/11/2011**	**Access EXAM**