COURSE INFORMATION:

Course Title: Spreadsheets & Databases  
Course Number: CITPT 212  
Section: 01  
Credit Hours: 3  
Semester: Spring 2015  
Class Times: M&W, 1:30pm to 3:15pm  
Required Texts: None  
Required Item: Data storage device  
Prerequisites: None

INSTRUCTOR INFORMATION:

Name: Jimmy Bowen, M. Ed.
Title: Professor of Business Management
Email: jbowen@lcsc.edu
Office Location: Sam Glenn Complex, Room 227A
Office Hours: M & W, 8:00am to 9:45am
Phone #: 208.792.2893 w/voice mail
Fax: 208.792.2856

COURSE DESCRIPTION:

This course is designed to provide students with instruction to build on the basic and advanced features, functions, and capabilities of Excel and Access. Students will concentrate on the more advanced concepts and techniques in spreadsheet and databases using Microsoft Excel and Microsoft Access. This course builds from the point that CITPT1100-Business Computer Skills ends. This section of the course is intended to offer a business and management slant. Many of the assignments and learning tasks will be centered on the use of creating and presenting usable information for business activities and decision making.

EXPECTED LEARNING OUTCOMES:

Upon successful completion of this course, the student will have a basic understanding of and be able to discuss and/or demonstrate the following computer-based business concepts and techniques:

EXCEL:

- Creating worksheets with embedded charts
- Effective use of various Excel functions
- Use of “What-if” analysis
- Database capabilities of Excel
- Developing templates
- Creating and using macros and Visual Basic applications
- Use of Pivot Charts and Tables
- Importing, exporting, and linking data to and from other files
- Using complex formulas to convert data into usable information
- Problem-solving techniques using spreadsheets
- Effective and professional presentation of information using spreadsheets
- Integration of Excel to web-based functions

ACCESS:

- Creating and using databases including:
- Tables
- Forms
- Queries
- Reports
- Macros
- Switchboards
- Pivot Tables and Charts
- Visual Basic

- Importing, exporting, and linking data to and from other files
- Using complex formulas to convert data into usable information
- Effective and professional presentation of information using spreadsheets
- Integration of Access to web-based functions

APPLICATION:
Application assignments will be used throughout the semester to further students' learning and mastery. These assignments are in addition to text assignments which give step by step instruction. Application assignments will rely on students' creative and appropriate use of the software to present real-to-work tasks. Many of these assignments will be assigned to complete in class and possibly with group interaction. Therefore, it is highly recommended that absenteeism is limited.

GENERAL INFORMATION:

Communication - Every effective relationship has effective communication. Students are encouraged to remember this as we make our way through the semester. This instructor is very dedicated to students' successful completion of this course as well as their overall education. Let me help you. If we talk about situations that could possibly affect your grade before they become too major, they can usually be easily resolved. However, it must be noted that this communication is mostly the student's responsibility as it is her/his grade and education. Completion of all assignments and class requirements are the student's responsibility.

Student Responsibility - The student is responsible for reading and becoming familiar with all the chapter materials before the class discussion on the same material. Students are encouraged to ask questions for further discussion or clarification. They are also encouraged to respectfully and intelligently disagree with the instructor. This will also further understanding through more thought and discussion. Remember, there is more than one way to view things just as there is more than one formula to being successful.

Email Communications - E-mail is a requirement for this class as there is a lot of communication through e-mail. In accordance with LCSC policy, the only email address that is to be used is the one officially given by the LCSC Information Technology department. All students registered for classes are automatically given an email address. This system does offer a forwarding feature to have email automatically sent to another email account. For more information about LC's email system you can go to the Information Technology office downstairs in Sam Glenn Complex. The instructor is not responsible for students not reading email communications and/or students not managing their email accounts.

Due Dates - All assignments are due on the scheduled due date. Assignments submitted after the due date may be denied by the instructor, are subject to a penalty of credit given, and subject to the instructor giving a substitute assignment. TESTS are expected to be taken at the scheduled times. Late tests will not be allowed without the instructor's prior approval.

Verbally Given Assignments - Any and all orally assigned learning tasks given by the instructor are just as valid as assignments given in writing. It is the student's responsibility to clarify any misunderstanding with the instructor, preferably during class.

Changes and/or Announcements - Though a lot of thought and preparation has been put into the semester’s planning, things don’t always work out as planned. For this reason, the instructor has the right to adjust grade factors and percentages. This will always be done with the class’s input and consideration.

INTERNET – Availability to the Internet and an e-mail is a requirement for this class. Pursuant to campus policy, all official electronic messaging will be done utilizing the LC email system; this includes sending and receiving. All students registered are automatically given an email address. For more information about LCSC's email system you can go to the Information Technology office and/or web site.
The instructor will not be responsible for lost data so it is vitally important that students learn to take proper care of their storage device. Loss or damage of this storage device will not be an acceptable excuse from work.

**METHODS OF INSTRUCTIONS:**
Open lectures, demonstrations, discussions, and hands-on work will be used to develop skills in the use of Excel and Access. Most of the learning is accomplished by the student working through the text and comparing their own finished work with that of other students and an answer book. Teaching others is another great way to learn and solidify one’s own learning. For this reason, students are encouraged to help each other work through challenges.

Completion of all assignments and class requirements are the responsibility of the student. It is very important that the student stays current with the course schedule. Staying current with the class is the duty of the student not the instructor. If a student must be absent he/she is expected to check with the instructor about any work that was missed.

This course is designed with the intent that all assignments and tests are completed at an acceptable level before the student receives a passing grade. Failure of the student to complete all assignments can constitute a failing grade even if the existing grades calculate to a passing level.

**METHODS OF EVALUATION:**
Individual’s final grade will be based upon the following factors:
- 40% - Performance Exams
- 30% - Text Assignments
- 20% - Application Assignments
- 10% - Attendance/Participation/Work Ethic

The following grading scale will be used to calculate final grades.

- A = 92% - 100%
- A- = 90% - 91%
- B+ = 86% - 89%
- B = 82% - 85%
- B- = 80% - 81%
- C+ = 76% - 79%
- C = 72% - 75%
- C- = 70% - 71%
- F = less than 70%

**CAMPUS STATEMENTS AND NOTIFICATIONS:**

**Consumer Information** - In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at [http://www.lcsc.edu/student-consumer-information/](http://www.lcsc.edu/student-consumer-information/)

**Disability Accommodations** - Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

**Student Rights and Responsibilities** - Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog ([http://webdev.lcsc.edu/catalog](http://webdev.lcsc.edu/catalog)) and the LCSC Student Handbook ([http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf](http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf)) for more information.

**Accidents/Student Insurance** - Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).
Enrollment Verification/Attendance  - Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty  - Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing  - Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct).

Diversity Vision Statement  - Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures  - During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

BTS Acceptable Use of Technology Statement  - Students enrolled in any BTS program or course have the right and privilege to use computer systems and networks as far as that use does not violate guidelines set forth by the college and division. All computer use must comply with the LCSC policy and procedures No. 1.108 and the Appropriate Use of Technology Guidelines found at www.lcsc.edu/it/Policy_&_Procedures/LCSCFY2002AppropriateUse.htm. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

TENTATIVE COURSE SCHEDULE:

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<td>Creating Templates, Manipulating Data, and Adding Additional Enhancements to a Worksheet</td>
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<td>Working with Trend Lines, Pivot Table Reports, Pivot Chart Reports, and Slicers</td>
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