

Calumet College



of Saint Joseph

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## **SYLLABUS FOR BUSINESS MICROCOMPUTER APPLICATIONS**

**Term: Fall 2018 (2018-1) (August 27 – December 15, 2018)**

**Course Number: CMIS 225X**

**Instructor: Mr. Darren Henderson**

**Office: Room 617**

**Office Phone: (219) 473-4346**

**E-mail: dhenderson@ccsj.edu**

**Office Hours:**

Tuesday	2:00 p.m. to 3:30 p.m.
Thursday	2:00 p.m. to 3:30 p.m.
Arranged	call or e-mail to schedule

### **Instructor Background:**

#### Education

- Master of Science in Electrical Engineering from Purdue University, West Lafayette, IN
- Bachelor of Science in Engineering from Purdue University Calumet, Hammond, IN

#### Work Experience

- Calumet College of St. Joseph, Hammond, IN (1996 – current)
  - Assistant Professor, Computer Information Systems
    - Full-time instructional faculty from August 1996 through December 2006. Courses taught include Computer Literacy, Business Microcomputer Applications, Applications in Databases: Access, Applications in Spreadsheets: Excel, Web Page Design, C++ Programming I and II, Hardware and Software Concepts, Systems Analysis and Design, and Data Communications and Networking Theory
  - Institutional Researcher (2007 – current)
    - Create, manage, and update reports and data extracts for internal and external stakeholders as needed using a combination of tools and technologies (Empower ODBC/Access database queries and custom Access VBA code; Ruby and/or Python scripts; Excel PowerPivot/DAX/VBA reports and workbooks; PowerUpdate and Windows Task Scheduler for report automation.)

- Coordinate/facilitate the data collection for the Peterson's survey of Undergraduate institutions, the AAUP Faculty Salary survey, IPEDS HR Faculty survey, NSSE/FSSE surveys, U.S. News & World Report Best Colleges surveys, and the HLC's Annual Institutional Data Update survey.

#### Research Interests

- Business Intelligence (PowerPivot, DAX), Ruby and Python Programming, Web Programming (ASP.NET MVC Core 2, Python/Django, PHP/Laravel, Ruby on Rails), Software Engineering

**Course Time:** Tuesdays and Thursdays

3:30 p.m. – 5:00 p.m.

**Room 418**

**Course Description:** This survey course provides the student with an introduction to microcomputers with an emphasis on business applications. Application package under review will be Microsoft Office.

**Prerequisite:** CIS 115 and/or permission of program director.

#### Textbook:

Microsoft Office 365 Office 2016: Introductory, Freund et al, (Shelly Cashman Series), Cengage Learning, Boston, MA, 2017. (ISBN: 978-1-305-87001-7)

The textbook above in some form (physical or electronic) is required for many of the class exercises and/or homework assignments used in this course. Students not having "regular access" to a textbook risk falling behind on assigned class exercises and homework and thus subsequently place themselves in jeopardy of not passing this course.

#### Storage Media:

Students will need to use some form of **read/write storage** to work in-class on the assigned class exercises and to properly archive their completed work files. The best option is to use a portable **USB flash memory device**. In an emergency situation (e.g. forgot USB drive), students can alternately back-up files to a **cloud storage service** (e.g. Dropbox ([www.dropbox.com](http://www.dropbox.com)), or Microsoft Windows Live SkyDrive ([skydrive.live.com](http://skydrive.live.com)), or Google Drive ([drive.google.com](http://drive.google.com))). The basic Dropbox service allows 2 GB of free online storage. The SkyDrive service allows 25 GB of free online storage. The Google Drive service allows 15 GB of free online storage. A third choice would be to back-up files via email attachments to your CCSJ email or some other email account (Gmail, Yahoo, etc.) you use.

Remember it is your responsibility to properly archive/back-up all electronic files corresponding to any class exercise or homework assignment. Failure to do so may mean that you need to repeat a class exercise or homework assignment.

#### Apple Mac Users/Computers:

For the best results, students are encouraged to use only Office 2016 on Windows-type computers. Using Microsoft products built for Apple Mac computers can lead to assignment inconsistencies due to software differences across the two platforms. If you use Mac computers, you do so at your own risk.

#### Outside Computers (Home, Work, Laptops, etc.):

It is preferable that students use CCSJ computers for completing any and all assignments for this course. The primary reason is that the network login will help to authenticate the user and to help establish the assignment authorship. Students using other computers for class assignments may be asked for additional proof of authorship if questions arise.

## **Learning Outcomes/Competencies:**

Students in this course will:

- **Use a personal computer and its Graphical User Interface (GUI) effectively**
  - initiate and terminate a computer work session (e.g. "powering-on" a computer, successfully logging into a computer network, and shutting down a computer)
  - manage the desktop (e.g. starting and exiting application programs, manipulating windows)
  - multitask (e.g. switch between multiple concurrent application programs, transfer information between two documents and/or applications)
- **Use word processing software at a basic-level mastery including**
  - use a computer keyboard to enter text into a document
  - use the appropriate commands to edit text (e.g. add new text to an existing document, delete text, move text)
  - apply and remove basic formatting (e.g. change margins, line spacing, character formatting)
  - produce a hard copy of a document
- **Use presentation graphics software at a basic-level mastery including**
  - create a bulleted list presentation from an outline
  - edit a slide presentation (e.g. add new slides, edit slide text, delete slides, reorder or reposition slides) as needed
  - work with graphics, including inserting clipart or other graphic formats, resizing and repositioning images
  - use the appropriate navigation controls to mechanically deliver a slide show
  - generate the appropriate hard copy printouts (i.e. presentation slides for the speaker and handouts for the audience)
- **Use spreadsheet software at a basic-level mastery including**
  - enter text and numbers into a given spreadsheet cell
  - create spreadsheet formulas combining the appropriate mathematical formulas and/or built-in functions and the appropriate cell references.
  - apply and remove simple cell formatting (e.g. number styles, character formatting styles)
  - produce a hard copy of a spreadsheet
- **Perform common file management tasks**
  - work with files during a single computer work session and over multiple work sessions (e.g. open and save files)
  - use utility software to compress and package multiple files as a single zip file
  - use utility software to decompress files
- **Use the CCSJ Webmail service to**
  - monitor any communications from the instructor regarding the course and course assignments and homework
  - communicate with the course instructor as required.
- **Use the CCSJ Blackboard e-learning environment to**
  - access CCSJ's Blackboard login page using a WWW browser and successfully login
  - navigate the Blackboard e-learning environment as required
  - change their "Personal Information" (e.g. change the default password) as required
  - access course content (e.g. announcements, homework, class exercises, Word documents, Excel spreadsheets, Access databases, Adobe PDF files) as needed
  - use Blackboard's functionality to "send" assignment/homework files (e.g. Word document, Excel spreadsheet, Zip file, etc.) to the course instructor
  - use Blackboard's gradebook to monitor course progress

- view course content video tutorials for instruction and/or for review
- terminate a Blackboard session by logging out properly
- **Use word processing software at an intermediate to advanced level mastery to**
  - create headers and footers (e.g. page numbers in footer)
  - apply formatting using shortcut keys (e.g. CTRL + B to toggle BOLD)
  - work with styles
  - insert manual page breaks
  - determine the number of words in a document
  - indent paragraphs
  - insert and customize Word citations, research sources, and document bibliography using the References tab
  - work with clip art (e.g. inserting, moving, resizing)
  - set and use "custom" tab stops
  - work with border formatting
  - work with tables (e.g. create a table with the desired dimensions, enter text into table cells, add and delete rows and columns, merge cells)
  - work with bulleted lists
  - display and remove non-printing symbols (e.g. spaces, tabs, paragraph marks)
  - use the zoom feature (e.g. text width)
  - apply and remove color text formatting
  - create a main document form letter with the desired merge fields
  - display and hide field codes
  - perform a mail merge to generate the individual form letters
- **Use presentation graphics software at an intermediate level mastery to**
  - add a header and footer to presentation slides
  - add slide transition effects
  - insert clipart on a slide without a clip art region
  - work with audio and video files
- **Use spreadsheet software at an intermediate to advanced level mastery to**
  - work with cell styles
  - color the characters and background of a cell
  - add conditional formatting to a range of cells
  - display and print the formulas version of a worksheet
  - rename sheets
  - enter formulas using the Point mode
  - use the average, max, and min functions
  - verify formulas (e.g. using range finder)
  - create and customize simple graphs and/or charts
  - use Excel's filtering capabilities
  - work with pivot tables
- **Use relational database management software at a basic to intermediate level mastery to**
  - implement a properly normalized database design
  - create a database table by defining the appropriate database fields and their properties (e.g. data type and field size)
  - add data records to a table using the datasheet view and/or the form view
  - set, modify, and print table relationships
  - create a report that includes the desired fields
  - create and run queries that extract the desired records from a database

- create and run queries that join separate tables, include calculated fields, compound conditions (e.g. AND and OR criteria), and use wildcards
- **Use personal information management software at a basic level mastery to**
  - create personal subfolders (e.g. in Calendar, Tasks, and Contact views)
  - distinguish between appointments, events, and tasks
  - enter one-time and recurring appointments
  - move, edit, and delete appointments as needed
  - create events
  - use tasks lists
  - create and maintain contacts

**Learning Strategies:**

This course is structured according to the philosophy that the key to learning is through repeated exposure. Therefore, multiple assessment opportunities (both formative and summative) are built into the course at various points. It is through the vehicle of these assessments that 1) the instructor receives feedback on the student's performance in class and 2) the student is able to hopefully achieve course content mastery.

The course material is presented mainly through instructor-led software demonstrations (sometimes structured as a class exercise assignment). Students develop software proficiency through collaborative learning laboratory experiences and through the completion of hands-on assignments and projects.

For most weeks, except as noted, the Tuesday class session is mainly used to cover any new instructional content (i.e. instructor software demonstrations, class exercise introduction). The Thursday class session is normally dedicated for students as an open-lab period to work on class activities ranging from completion of assigned class exercises and/or homework assignments. During this time, students can receive individualized instruction to address any computing difficulties they may be having.

**Assessment:**

The student's grade is computed using the weights shown below:

Exam #1 ( <i>Computer Literacy Basics/Word</i> )	25%
Exam #2 ( <i>PowerPoint/Excel</i> )	25%
Exam #3 ( <i>Access/Advanced Word</i> )	25%
Homework Assignments	25%
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	100%

Please note that students are often confused by the fact that I often assign both a class exercise and a homework assignment on a given week. The Blackboard supplement to the course is the official information source on assigned class exercises and homework assignments and their corresponding due dates. Information regarding class exercises can be found under an appropriate folder/link in "Course Documents". Information regarding homework assignments can be located under an appropriate folder/link in "Homework".

**Class Policies on Homework/Exams:**

**Homework** will be assigned throughout the duration of the term. Homework assignments and due dates will be posted on the Blackboard supplement to the course. Homework will be collected generally **two weeks** from the date assigned unless directed otherwise. Students are required to submit homework in both hardcopy and electronic form. Students will submit electronic versions to the instructor via Blackboard. Homework that is submitted (<= 7 calendar days late, i.e. after the due date but before **the last**

**day for credit** when a homework grace period exists) is subject to the following automatic **LATE deductions**:

1 <sup>st</sup> or 2 <sup>nd</sup> Homework LATE	10% deduction
3 <sup>rd</sup> or 4 <sup>th</sup> Homework LATE	25% deduction
5 <sup>th</sup> and beyond Homeworks LATE	50% deduction

Homework that is submitted after the LAST DAY for credit will NOT be accepted for credit and will result in an assigned score of zero. There are NO EXCEPTIONS to this policy!

Students are expected to submit their own independently created solutions to any and all exams, homework assignments, and class exercises. Therefore, the sharing of computer solution files and/or the misrepresentation of someone else's work as your own is unethical and is prohibited. Any students (i.e. both the sharer and the recipient) found violating this policy a first time will be given a zero grade for that particular assignment or activity. Repeated violators of this policy are subject to further additional consequences including honor code violation reporting to the CCSJ VPAA, and/or receiving a failing grade for the course.

The official class policy is that there is **NO MAKE-UP EXAMS**, however in recognition of the occasional personal and/or family emergency that may occur during the semester, a make-up exam **may be granted** provided all the following conditions are met:

- 1) The instructor is notified via voice mail (preferably) or email of the make-up exam request by the student **before or within 24 hours** of the scheduled exam date/time.
- 2) A suitable alternate time can be arranged. Remember that make-up exams will generally require that a computer lab be reserved. Therefore, make-up times are governed both by computer lab availability and instructor availability. The general practice is to offer the student(s) **one** alternate make-up time.
- 3) The missed scheduled exam must be generally made-up within one-week of the scheduled exam date.

The granting of make-up exams is NOT an entitlement but is a courtesy granted to the student by the instructor. If this courtesy is abused by a particular student or the class as a whole, then the privilege may be revoked.

A missed exam will be assigned a score of **zero**.

Exams are performance-based or "hands-on" which are administered **open book** and **open notes**.

The function of the homework assignments and class/laboratory exercises is that they serve as exam preparation. The function of the exams is to confirm that the student has achieved the required level of proficiency.

#### **Class Policies on Class Exercises:**

Periodically throughout the term, **class exercises** will be given during the class session to reinforce the course concepts and material. The class exercises are generally intended as a formative learning experience for the student and are to be completed and reviewed by the instructor in-class. However, in situations where a thorough review is not possible in-class, the instructor may review the class exercise outside of class and may send feedback to the students via CCSJ e-mail. This feedback may specify mandatory corrections that need to be implemented and received within the prescribed class exercise deadlines before full-credit is granted (generally one point) for the class exercise activity. Therefore, students not regularly checking their CCSJ e-mail (or monitoring the Blackboard online gradebook) may

miss the email feedback and/or the class exercise deadlines. Students are required to submit class exercises to the instructor in both hardcopy and electronic form. Students will submit electronic versions to the instructor via an appropriate Blackboard link (i.e. under Course Documents → Week N). Incomplete class exercises will be assigned a score of zero if not fully completed to the instructor's satisfaction by the stated class exercise deadlines.

Although class attendance and class exercises do **NOT** account for a percentage of the assigned semester grade, class attendance and class exercise participation/completion are used as factors in deciding borderline grades/cases (if applicable).

### **Grading Scale:**

A: 93-100	A-: 90-92	B+: 87-89	B: 83-86	B-: 80-82	C+: 77-79
C: 73-76	C-: 70-72	D+: 67-69	D: 63-66	D-: 60-62	F: 59 & below

### **Attending Class**

You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.

Attendance for this course is taken regularly and the data is entered into our Empower SIS (student information system). Typical instructor attendance codes are A (for absent), P (for present), H (for holiday), CC (for class cancelled), E (for absent excused), and T (for tardy). Students missing class because of a college-sponsored event (e.g. athletes) can receive an "E" for the class session in question provided they notify the instructor via email or phone at least 24 hours in advance of the missed class session. If this notification does NOT occur, the attendance will be entered as an "A" (Absent) code instead.

Consequently, students (e.g. student-athletes) needing attendance verification for this course can print their student attendance via MyCCSJ by using the menu option (Student Records → Student Attendance Detail, located under Grades and Attendance). You may need to adjust your settings for the correct term first however. Please wait to print your attendance sheet until near the end of class (or until the instructor notifies you that the days attendance has been recorded) to allow your instructor sufficient time to record the student attendance in MyCCSJ.

Please note that it is vital that students attend the class sessions on a regular basis and minimize their absences in order to be informed of any important class announcements, any deviations from the course outline below, and of any supplemental material presented.

### **Class Policy on Electronic Devices:**

As a matter of courtesy to the instructor and to fellow students, cell phones, beepers, pagers, etc. are generally NOT to be answered in class and should be switched off BEFORE class begins. If it is absolutely necessary to receive a call during the class period, then the device should be placed in a "vibrate" mode and the student should answer the call outside the classroom so as to minimize disruptions to the learning environment.

**Course Outline:**

<b>Class Dates:</b>		<b>Topics/Assignments:</b>
WEEK 1	8/28/2018 8/30	Course Policies/Syllabus CCSJ Computing Services Network Login/CCSJ Web Mail/Blackboard/MyCcsj Login CCSJ Alerts Blackboard Introduction Computer Skills Self-Assessment Class Exercise – CCSJ Computing Services/File Management
WEEK 2	9/04 9/06	Office File Extensions, Office 2016 Introduction, and Computer Literacy Concepts Word Module 2 ( <i>Creating a Research Paper with References and Sources</i> ) APA Style Resources Class Exercise – Word 2
WEEK 3	9/11 9/13	Word Module 3 ( <i>Creating a Business Letter with a Letterhead and Table</i> ) <i>Windows 7 File compression and extraction</i> Class Exercise – Word 3
WEEK 4	9/18 9/20	PowerPoint Module 1 ( <i>Creating and Editing a Presentation with Pictures</i> ) PowerPoint Module 2 ( <i>Enhancing a Presentation with Pictures, Shapes, and Word Art</i> ) PowerPoint Module 3 ( <i>Reusing a Presentation and Adding Media and Animation</i> ) Class Exercise – PowerPoint
WEEK 5	9/25 9/27	<b>EXAM #1</b> ( <i>Computer Literacy Basics/Word</i> )
WEEK 6	10/02 10/04	Exam #1 Results Excel Module 1 ( <i>Creating a Worksheet and a Chart</i> ) Class Exercise – Excel 1 - Cubs Baseball
WEEK 7	10/09 10/11	Excel Module 2 ( <i>Formulas, Functions, and Formatting</i> ) Class Exercise – Excel 2
WEEK 8	10/16 10/18	Access Module 1 ( <i>Databases and Database Objects: An Introduction</i> )
WEEK 9	10/23 10/25	Class Exercise – Access 1
WEEK 10	10/30 11/01	<b>EXAM #2</b> ( <i>PowerPoint/Excel</i> )
WEEK 11	11/06 11/08	Access Module 2 ( <i>Querying a Database</i> )
WEEK 12	11/13 11/15	Exam #2 Results <b>Handout</b> ( <i>Word Mail Merge</i> ) Class Exercise – Word Mail Merge
WEEK 13	11/20 11/22	<b>NO CLASS – FALL BREAK</b>
WEEK 14	11/27 11/29	<b>Handout</b> ( <i>Excel Pivot Tables</i> ) Class Exercise – Excel PivotTables
WEEK 15	12/04 12/06	<b>Handout</b> ( <i>Schedule and Contact Management Using Outlook</i> ) Class Exercise – Outlook
WEEK 16	12/11 12/13	<b>EXAM #3</b> ( <i>Access/Advanced Word and Excel DB/Pivot Tables</i> )



### **Keys to Success in this Course (and Others)**

- Attend class regularly. On the rare occasions, you must miss class, then check Blackboard for what was covered in class (e.g. class handouts, class exercises, homework assigned).
- Arrive to class approximately 10 minutes before class starts. This allows you time to locate a computer station and to successfully login by the time class is ready to start.
- Come to class prepared (course textbook; paper and pen or pencil to take notes; flash drive)
- Pay attention when your instructor covers the course material (i.e. software demonstration or otherwise). Take notes of the key points so that you can more easily reproduce it yourself later. It is more efficient for your instructor to explain something one time to a large group than to have to answer the same questions over and over again to individual students.
- Do your own class exercises and homework assignments. If I catch you “cheating” on a class exercise or homework, you will be automatically assigned a zero grade. Plus, if someone else does your assignment, you learn nothing.
- Hand-in class exercises to the instructor sooner rather than later. This allows the instructor to give you valuable feedback on your progression with the material.
- Hand-in homework by the posted deadline. If you hand-in assignments after the deadline, you will receive deductions for being late or may receive a zero if the assignment is not handed in within the prescribed deadlines.
- Check your CCSJ email regularly (at least 2 or 3 times a week if not more often). If there is a problem with an assignment (class exercise or homework), I will give you feedback via your CCSJ e-mail account. If you are not regularly checking your e-mail, you may miss these important notices and feedback on your progress in class.
- Check the Blackboard online grade book regularly. Make sure you are being properly credited when class exercises are reviewed or homework assignments or exams are graded.
- Get to know your classmates. When there is a class exercise, it is ok to help a fellow class mate if they are stuck (in fact at times it can be difficult for one instructor to adequately assist all students when there is a large class). However, there is a right way and a wrong way to help. The right way ensures that the person receiving the help can do the procedure/operation themselves perhaps after having it demonstrated to them.
- Come to class early or stay afterwards (if the room schedule permits) if you need help from the instructor. There is some built-in lab time during the class period to receive help, but sometimes the little extra help can be beneficial.

### **Doing Your Own Work**

If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.

### **Tracking Your Progress**

Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor.

### **Sharing Your Class Experience**

At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are **essential** to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!

### **Withdrawing from a Course**

After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

### **CCSJ Book Rental Program**

The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <http://www.ccsj.edu/bookstore>. **All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.**

### **Student Success Center:**

The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at (219) 473-4287 or stop by the Library.

### **Disability Services:**

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.

### **Student Assistance Program**

Through a partnership with **Crown Counseling**, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, **contact Kerry Knowles SAP Counselor**, at 219-663-6353 (office), 219-413-3702 (cell), or [kerryk@crowncounseling.org](mailto:kerryk@crowncounseling.org).

### **CCSJ Alert:**

Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <http://www.ccsj.edu/alerts/index.html>.

**School Closing Information:**

**CCSJ Alerts:** See description above

**Internet:** <http://www.ccsj.edu>

<http://www.EmergencyClosings.com>  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

**Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM  
WBBM NEWS RADIO 78

**TV Channels:**

2, 5, 7, 9, 32