



Professor

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Required Text(s)

-New Perspectives on Microsoft Excel 2013, Introductory, Carey : ISBN#: 9781285169361
-New Perspectives on Microsoft Access 2013: Introductory, Adamski : ISBN#: 9781285099217

Recommended Texts

None

Resource Sites

<http://www.cengagebrain.com> (Excel & Access Book Resources)

Course Description

This two (3) credit hour Spreadsheet & Database Principles (CRN #3623), through lecture, demonstration, and practical “hands-on” training, is designed as an introduction to Microsoft Excel (spreadsheets) and Microsoft Access (databases) and how to use these tools for your research and work-related projects.

Prerequisites

None

Computer Requirements

Students will be required to complete assignments using Microsoft Excel & Access 2013. This software is available on any of the Marshall University campus laboratory machines.

In addition, the IST department maintains agreements with various software publishers to provide software for its computer labs as well as for its faculty, staff, and students. Students enrolled in IST department courses are eligible to receive a variety of software applications at no cost for use in their academic endeavors. This includes many of the same applications used in this course (e.g. VMware). You can find this information and more on the IST Web site at <http://www.marshall.edu/isat/software/>. Students enrolled in this course will receive an email sent to their Marshall accounts containing information on accessing the store. Students will need to complete their account registration – which involves entering their name and setting a password – in order to browse and download the software. Once completed, students can use their individual accounts to “purchase” the applications. Purchasing an application will provide a license key and a link to download an installer.

Students will receive emails via Marshall email (Please setup your Marshall account(s) if you have not done so). E-mail will be used to make any general announcements, last minute changes, etc. It is highly recommended that you monitor your email at least once a day. PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR QUICK CORRESPONDENCE. Messages left on MUOnline or any other contact method may result in a delayed and/or no response.

Course Objectives/Outcomes

There will be three (3) contact hours of classroom lecture and discussion per week. Coursework will include classroom lectures and exams along with in-class discussion. You are expected to take an active role in your learning.



Upon completion of this Spreadsheet & Database Principles course, students will be able to:		
Course Student Learning Outcome	How Practiced in This Class	How Assessed in This Course
Students will be introduced to excel as spreadsheet, data entry and simple Math. functions	In class lecture and hands on examples and discussion	Excel Tutorial 1, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam
Students will learn to create and analyze graphs and charts.	In class lecture and hands on examples and discussion	Excel Tutorial 4, Access Tutorial 5, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam
Students will learn to use functions to manipulate data.	In class lecture and hands on examples and discussion	Excel Tutorial 3-4, Access Tutorial 4, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam
Students will learn to create and use tables and Macros in Excel	In class lecture and hands on examples and discussion	Excel Tutorial 5, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam
Students will be introduced to database and database objects.	Lecture and in class hands on practice	Access Tutorial 1-2, Classroom Discussion, End of chapter case problem, In-Class examples, Final Exam
Students will learn to create and use queries in Access.	Lecture and in class hands on practice	Access Tutorial 3, Classroom Discussion, Access case problem, In-Class examples, Final Exam
Students will learn to maintaining database and create reports and forms in Access	Lecture and in class hands on practice	Access Tutorial 4, Classroom Discussion, Access case problem, In-Class examples, Final Exam
Students will be complete a Comprehensive database project over the course of the semester	Supervision of students' progress on database	Access Tutorial 1-4, Classroom Discussion, Access case problem, In-Class examples, Final Exam
<p>This Spreadsheet & Database Principles course will meet every MWF from 10:00am-10:50am in Morrow Classroom 119. The class will consist of lecture/demonstration with accompanying in-class exercises.</p> <p>Students will be given multiple in-class instructor-lab exercises that focus on a variety of methodologies pertaining to spreadsheets & databases. Every student is responsible for all materials presented in class, including lectures, notes, and handouts. In case you are not present for a class, it is your responsibility to contact the instructor and receive information about the material presented in that class. Class attendance is VERY IMPORTANT</p> <p>Lectures and course materials will be available from MUOnline as they become available. You can log into the course website using your 901 student number at the following address: www.marshall.edu/muonline</p>		



University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Professionalism/Attendance Policy

This class is considered a hands-on involved course, with some of our time devoted to hands-on tutorials. With that said, any missed classes will put the student behind, result in lost points (2 points per class), and make it difficult to pick up with the next class lessons. However, in the event that you MUST miss class, it is the student's responsibility to meet with the instructor to discuss absences due to illness or other reasons. Any excused absences must adhere to the University's excused absence policy.

In this course you will be treated as professionals and will be expected to behave and perform as such. As professionals, you will be expected to attend class, be on time, complete all of your assignments, meet deadlines, ask questions when you don't understand, and participate. Your classroom language and demeanor should also be professional. Also, please set your mobile devices to "Vibrate Only" mode (or turn it off) during class.

Social networking Policy

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter (@joshbrunty) and/or join my network on LinkedIn. You can also follow our department through our MU ISAT Facebook group page.

Inclement Weather Policy

Students can find information concerning Marshall's policy regarding inclement weather regarding inclement weather online via <http://www.marshall.edu/ucomm/weather.html>. Please note that a two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 8:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

Makeup Policy

The tentative dates for the exams and due dates of projects/reports are shown in the course schedule. If you have other plans on any of these dates, please make arrangements now to change them, or inform the instructor of your plans. If for any unforeseen reason you must miss an exam or project due date, you must have a verifiable, well-documented excuse. If the instructor accepts the excuse you will be given a make-up exam on the date specified. Otherwise, you will be given a zero (0) grade for the missed exam and/or assignment.

Academic Dishonesty Policy

As described in the Marshall University Creed, Marshall University is an "Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities. "Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practical and creative work of any kind.

Your assignments may be analyzed using the anti-plagiarism suite of tools



If you are found cheating on projects or plagiarizing answers from the Internet or other sources there will be no second chance. In this course, **STUDENTS ARE NOT TO “COPY & PASTE” MATERIAL FROM A SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR.** Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

Project Submission Guidelines

The course includes a number of laboratory projects. All laboratory projects are due BY 11:59PM (with the exception of in-class assignments which are due at the end of the respective class) on their due date and must be submitted through via MUOnline (unless otherwise noted by the instructor). **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** These assignments will usually be distributed and due on Thursdays (lab days). Please see the instructor if extenuating circumstances exist that may merit an extension or modification of the assignment. Please do not procrastinate in working on your assignments or trying to submit through MUOnline as many others have done in the past. If you wait until the last night to start on the project or the last minute to submit, chances are, you will fail.

All electronic submissions **MUST** follow this file naming convention:
IST150_LastName_FirstInitial_Assignment Name.doc (“IST150_brunty_j_database.accdb”)

Assignments must be submitted in the format specified by the instructor for a given assignment. I **WILL NOT** accept projects submitted in non-approved formats or naming conventions.

Assignments & projects must convey information in a clear, concise, and technical matter; hence obvious grammatical mistakes will be deducted. Projects will be available for download & submitted via MUOnline unless otherwise noted by the instructor.

All course assignments will:

- 1) Be completed on time
- 2) Meet guidelines and scoring rubrics for the assignment

Grading Policy

Student materials and grades will be returned as soon as graded to the student and can be viewed via MUOnline. Should you wish to appeal a grade, test question, etc, you need to follow this procedure. You should send an email via MUOnline to me. The title of the email must read “GRADE APPEAL – Assignment Name” (i.e. turf.xlsx, tour.accdb, etc). The body of the email must include the question, question number, your answer, and why you think you deserve credit. For tests and quizzes in MUOnline, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. I will get back to you as soon as possible.

Grading

Final letter grades will be based on the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Percentage of grades will be distributed as follows:

Midterm Exam	25%
Case Problems/HW	40%
In-Class Labs/Attend	25%
Final Exam	25%

Example:	
Midterm Exam (82%)	x .25 =20.5
Case Problems/Homework (91%)	x .40 =36.4
In Class Labs/Attendance (89%)	x .10 =8.9
Final Exam (87%)	x .25 =21.75

	87.5 (88% B)



CLASS SCHEDULE	Marshall University Dates/ Important Dates/Notes	WEEK CLASS DATE
<p>NOTE: When projects are assigned for a week, the due date will be reflected within the posted assignment via MUOnline. It is expected of the student to submit the project to MUOnline prior to the due date/cutoff time (which is usually Friday night at midnight with the exception of in-class projects). Failure to do so will result in a zero for the project. Please see the instructor if extenuating circumstances exist that may merit an extension or modification of the assignment. Late, incomplete or poorly organized assignments will result in point deductions. The following outline delineates the tentative class schedule with topics to be addressed during the course. Please note this is a tentative schedule and it may change upon class progress:</p>		
<p>Week 1 Excel Tutorial 1-Getting Started with Excel</p>		Jan 11-15
<p>Week 2 Excel Tutorial 2- Formatting Workbook Text & Data</p>	Jan 18 (Mon)- MLK Day Holiday Excel Case Problem 1 Due (1/22 @ 11:59AM)	Jan 18-22
<p>Week 3 Excel Tutorial 3- Calculating Data with Formulas & Functions</p>	Excel Case Problem 2 Due (1/29) No Class 1/27, 1/29 (NIST OSAC)	Jan 25-29
<p>Week 4 Excel Tutorial 3- Calculating Data with Formulas & Functions (Cont.)</p>	Excel Case Problem 3 Due (2/5)	Feb 1-5
<p>Week 5 Excel Tutorial 4- Analyzing & Charting Data</p>	Excel Case Problem 4 Due (2/12)	Feb 8-12
<p>Week 6 Excel Tutorial 5- Working with Tables, PivotTables, and PivotCharts</p>	Excel Case Problem 5 Due (2/19)	Feb 15-19
<p>Week 7 Excel Tutorial 6-Managing Multiple Worksheets & Workbooks</p>	No Class 2/24, 2/26 (AAFS Meeting)	Feb 22-26
<p>Week 8 Excel Tutorial 6-Managing Multiple Worksheets & Workbooks (Cont.) Midterm Review</p>	Excel Case Problem 6 Due (3/4)	Feb 29- Mar 4
<p>Week 9 Midterm Exam (Spreadsheets) (3/7 @ 10AM) Access Tutorial 1- Creating a Database</p>		Mar 7-11
<p>Week 10 Access Tutorial 2- Building a Database & Defining Table Relationships</p>	Mar 18 (Friday)- Last day to drop a full semester individual course	Mar 14-18
<p>Week 11 No Class</p>	Spring Break Complete Withdrawals Only (3/21-4/29)	Mar 21-25



Week 12 Access Tutorial 2- Building a Database & Defining Table Relationships (Cont.)		Mar 28- Apr 1
Week 13 Access Tutorial 3- Maintaining & Querying a Database		Apr 4-8
Week 14 Access Tutorial 3- Maintaining & Querying a Database (Cont.)		April 11-15
Week 15 Access Tutorial 4- Creating Forms & Reports		Apr 18-22
Week 16 Access Tutorial 4- Creating Forms & Reports (Cont.) Final Exam Review	Dead Week	Apr 25-29
Final Exam (Databases Practical) (Monday May 2nd 10:15-12:15PM)		May 2-6

**Syllabus meets requirements set forth by MUBOG Policy AA-14*