# Course Details

**Meeting Times:** Monday, Wednesday and Friday, 2:00 PM – 2:50PM

**Location:** Morrow Library 119

**Course Description:** This is a three (3) credit hour course. Comprehensive coverage of spreadsheets and databases. Includes techniques to collect, manage, and analyze data; solve problems; and effectively communicate results for scientific research. Includes macro development and introduction to scripting.

**Prerequisites**: None

**Required Texts: New Perspectives Microsoft Office 365 Excel 2016 Intermediate**, Carey et al.

ISBN#: 978-1-305-88041-2,

**New Perspectives Microsoft Office 365 Access 2016 Intermediate**, Shellman et al. ISBN#: 978-1-305-88029-0

(Loose-leaf and/or rental versions are sufficient, and much cheaper!)

# Instructor

**Name:** Matthew Mundell

**Office:**  Prichard Hall 208

**Phone:**  (304) 696-3436

**Email:**  [mundell2@marshall.edu](mailto:mundell2@marshall.edu)

**Office Hours:** MW 10 - 11AM, 12 - 2PM

F 10 – 11AM, 12 – 1PM

Or by appointment.

# Objectives

There will be three (3) contact hours of classroom lecture and discussion per week. Coursework will include classroom lectures, assignments, and exams along with in-class discussion.

Lectures and course materials will be available from MUOnline as they become available.

|  |  |  |
| --- | --- | --- |
| **Learning Outcomes** | **Practice** | **Assessment** |
| Students will be introduced to Excel’s spreadsheet, data entry and simple Math functions. | In class lecture and hands-on examples and discussion | Excel Module 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 Module 4, Access Module 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 Module 3-4, Access Module 4, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam |
| Students will learn to create  and use tables in  Excel. | In class lecture and hands-on examples and discussion | Excel Module 5, Classroom Discussion, End of chapter case problem, In-Class examples, Midterm Exam |
| Students will be introduced to  databases and database objects. | Lecture and in class hands-on practice | Access Module 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 Module 3, Classroom Discussion, End of chapter case problem, In-Class examples, Final Exam |
| Students will learn to  maintain a database and  create reports and forms in  Access. | Lecture and in class hands-on practice | Access Module 4, Module 7, Classroom Discussion, End of chapter case problem, In-Class examples, Final Exam |

# Policies

## Computer Requirements

Course materials will be provided through MUOnline (<http://www.marshall.edu/muonline/>). Class announcements and other communications will be sent using your Blackboard account. You can reach me by emailing me through MUOnline or at my Marshall email ([mundell2@marshall.edu](mailto:mundell2@marshall.edu)). Please use your official Marshall University email address when sending class related communications. It’s good practice to check your email and MUOnline frequently (at least once a day). If you have a smart phone, I encourage you to setup your Marshall account on it so you get notified as soon as possible when you receive email.

Assignments will rely on Microsoft Excel and Access. These are provided on university computers. As students at Marshall University, you also have access to put these on your personal computers through your Office 365 accounts. However, Mac users should note that Microsoft Access is not available on the Mac.

## Grading

Coursework will account for the following percentages of your final grade:

Assignments: 60%

Midterm Exam: 15%

Final Exam: 15%

Attendance: 10%

Final letter grades are determined based on the following scale:

90-100% A

80-89% B

70-79% C

60-69% D

0-59% F

The instructor reserves the right to change these values depending on overall class performance and/or extenuating circumstances.

### Submission Guidelines

Assignments will be given and turned in through MUOnline unless otherwise noted. Submitted files should follow the following naming convention:

IST150\_*LastName*\_*FirstInitial*\_*AssignmentName*.docx (or .xlsx, etc.)

### Assessment of Work

Grading of coursework will primarily be based on correctness. Overall quality, usability, and thoroughness will also be considered.

While students are encouraged to help each other learn and study, you are responsible for turning in your own work. If you give or receive assistance to/from another student, **you must** include a comment about it with your submission, or it may be investigated as Academic Dishonesty (see below).

### Late Policy

All Assignments are due by midnight on the provided due date. However, because your understanding of the material is top priority, late work will still be accepted at a penalty of 5% lost per day late after the first day. In other words, if you turn something in an hour late, there will be no penalty. If you turn something in a day late, you will lose 5% off your final score, so you can still get at most a 95%. No late assignments will be accepted after **Friday, May 5**.

## Attendance

Attendance is worth 10% of your final grade. Your attendance grade will be reduced for each **unexcused** absence after your 3rd (In other words, you can miss 3 classes before it starts to hurt your grade).

If you miss class, **you are still responsible for all assignments and exams.**  If you have obligations which will cause you to miss an exam and inform me ahead of time OR you provide a University Excused Absence for an exam day, a make-up exam time will be arranged. Otherwise, missed exams will receive a grade of zero (0).

## Inclement Weather

Students can find information concerning Marshall’s policy regarding inclement weather regarding inclement weather online via <http://www.marshall.edu/ucomm/weatheremergency-closings/>. Please note that a two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

## Withdrawal Policy

This course follows standard University policy for withdrawals. The last day to drop this course with a “W” is March 17.

## Cell Phones

Please be respectful of others and set your phone to ‘Silent’ or ‘Vibrate’ during class. If you need to take a call, please take it outside.

## Academic Dishonesty

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.

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.

## University Policy

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](http://www.marshall.edu/academic-affairs) and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to [www.marshall.edu/academic-affairs/policies/](http://www.marshall.edu/academic-affairs/policies/).

*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*

# Schedule

The following is a tentative class schedule. Please note this may change based on class progress or extenuating circumstances.

|  |  |  |  |
| --- | --- | --- | --- |
| Week 1 | Mon, Jan 9 | Overview and Syllabus |  |
| Wed, Jan 11 | Excel Module (Chapter) 1 |  |
| Fri, Jan 13 |  |  |
| Week 2 | Mon, Jan 16 | No Class – Martin Luther King, Jr. Holiday |  |
| Wed, Jan 18 | Excel Module 2 |  |
| Fri, Jan 20 |  |  |
| Week 3 | Mon, Jan 23 |  | Assignment 1 Due |
| Wed, Jan 25 | Excel Module 3 |  |
| Fri, Jan 27 |  |  |
| Week 4 | Mon, Jan 30 |  | Assignment 2 Due |
| Wed, Feb 1 |  |  |
| Fri, Feb 3 |  |  |
| Week 5 | Mon, Feb 6 | Excel Module 4 | Assignment 3 Due |
| Wed, Feb 8 |  |  |
| Fri, Feb 10 |  |  |
| Week 6 | Mon, Feb 13 | Excel Module 5 | Assignment 4 Due |
| Wed, Feb 15 |  |  |
| Fri, Feb 17 |  |  |
| Week 7 | Mon, Feb 20 | Excel Module 6 | Assignment 5 Due |
| Wed, Feb 22 |  |  |
| Fri, Feb 24 |  |  |
| Week 8 | Mon, Feb 27 |  | Assignment 6 Due |
| Wed, Mar 1 | Midterm Review |  |
| Fri, Mar 3 | Midterm Exam |  |
| Week 9 | Mon, Mar 6 | Access Module 1 |  |
| Wed, Mar 8 |  |  |
| Fri, Mar 10 |  |  |
| Week 10 | Mon, Mar 13 | Access Module 2 | Assignment 7 Due |
| Wed, Mar 15 |  |  |
| Fri, Mar 17 |  |  |
| Week 11 | Mon, Mar 20 | No Class - Spring Break |  |
| Wed, Mar 22 | No Class - Spring Break |  |
| Fri, Mar 24 | No Class - Spring Break |  |
| Week 12 | Mon, Mar 27 | Access Module 3 |  |
| Wed, Mar 29 |  | Assignment 8 Due |
| Fri, Mar 31 |  |  |
| Week 13 | Mon, Apr 3 | Access Module 4 | Assignment 9 Due |
| Wed, Apr 5 |  |  |
| Fri, Apr 7 |  |  |
| Week 14 | Mon, Apr 10 | Access Module 5 | Assignment 10 Due |
| Wed, Apr 12 |  |  |
| Fri, Apr 14 |  |  |
| Week 15 | Mon, Apr 17 | Access Module 6 | Assignment 11 Due |
| Wed, Apr 19 |  |  |
| Fri, Apr 21 |  |  |
| Week 16 | Mon, Apr 24 | Dead Week, Access Module 7 |  |
| Wed, Apr 26 |  |  |
| Fri, Apr 28 | Dead Week, Final Review |  |
| Week 17 | Mon, May 1 | Final Exam 12:45PM – 2:45PM | Assignment 12 Due |