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| Professor |
| Name: E. David Cartwright  Office: Morrow Library 112 Office Phone: 304-417-5227 Dept. Fax: 304-696-6533  Email: cartwrig@marshall.edu  Office Hours: MTWRF 8:00-9:15, TTE TLC MTW, ML 119 RF, or by appointment |
| Required Text(s) |
| -New Perspectives on Microsoft Excel 2013, Introductory, Carey : ISBN#: 9781285169361  -New Prespectives 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 #2772), through lecture, demonstration, and practical “hands-on” training, is designed as an introduction to Microsoft Excel (spreadsheets) and 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.  All students are responsible for knowing the University Computing Services’ Acceptable Use Policy available at <http://www.marshall.edu/ucs/CS/accptuse.asp>.  Students will receive emails via MUOnline & Marshall email (Please setup your Marshall account if you have not done so). E-mail will be used to make any general announcements, last minute changes, etc. It is mandatory that you monitor both your email and MUOnline messages at least once a day. PLEASE ONLY SEND TO MY MARSHALL EMAIL ADDRESS FOR QUICK CORRESPONDENCE. Messages left on MUOnline may result in delayed responses.  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 IST courses. You can find this information and more on the IST Web site at <http://www.marshall.edu/isat/software/>. |
| 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. |

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| 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, End of chapter 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, Tutorial 7, Classroom Discussion, End of chapter case problem, In-Class examples, Final Exam |
| Advanced Query Language  (SQL) will be introduced | Lecture and in class hands on practice | Access Tutorial 2, Classroom Discussion, End of chapter 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 1-7, Classroom Discussion, Access End of chapter case problem, In-Class examples, Final Exam |
| 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.  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  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](http://www.marshall.edu/muonline) | | |

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| University Policies |
| By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy be 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 <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* |

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| 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, 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. |

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| 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 powered by Turnitin. Please visit <http://turnitin.com> for more information.  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 THE BEGINNING OF 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  Example:  Midterm Exam (82%) x .25 =20.5 Excel Case Problems (91%) x .25 =22.75  Access Case Problems (83%) x .25 =20.75  Final Exam (86%) x .25 =21.5  --------------  85.5 (85% B) | B | | 70-79 | C | | 60-69 | D | | 0-59 | F |   Percentage of grades will be distributed as  follows:   |  |  | | --- | --- | | Midterm Exam | 25% | | Excel Case Problems | 25% | | Access Case Problems | 25% | | Final Exam | 25% | |

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| CLASS SCHEDULE | Marshall University Dates/  Important Dates/Notes | WEEKCLASS DATE |
| 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 the beginning of class). 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: | | |
| Week 1  Excel Tutorial 1-Getting Started with Excel | Excel Case Problem 1 Distributed | Aug. 25th-29th |
| Week 2  Excel Tutorial 2- Formatting Workbook Text & Data | September 2nd (Mon) Labor Day Holiday – University Closed  Excel Case Problem 1 Due (9/5 @ 10AM)  Excel Case Problem 2 Distributed | Sept. 1st-5th |
| Week 3  Excel Tutorial 3- Calculating Data with Formulas & Functions | Excel Case Problem 2 Due (9/12 @ 10AM)  Excel Case Problem 3 Distributed | Sept. 8th-12th | |
| Week 4  Excel Tutorial 3- Calculating Data with Formulas & Functions (Cont.) | Excel Case Problem 3 Due (9/19 @ 10AM)  Excel Case Problem 4 Distributed | Sept. 15th-19th | |
| Week 5  Excel Tutorial 4- Analyzing & Charting Data | Excel Case Problem 4 Due (9/26 @ 10AM)  Excel Case Problem 5 Distributed | Sept. 22nd-26th | |
| Week 6  Excel Tutorial 5- Working with Tables, PivotTables, and PivotCharts | Excel Case Problem 5 Due (10/3 @ 10AM)  Excel Case Problem 6 Distributed | Sept. 29th-Oct. 3rd | |
| Week 7  Excel Tutorial 6-Managing Multiple Worksheets & Workbooks  Midterm Review | Excel Case Problem 6 Due (10/10 @ 10AM) | Oct. 6th-10th | |
| Week 8  Midterm Exam (10/14 @ 10AM)  Access Tutorial 1- Creating a Database | Access Case Problem 1 Distributed | Oct. 13th-17th | |
| Week 9  Access Tutorial 2- Building a Database & Defining Table Relationships | Access Case Problem 1 Due (10/24 @ 10AM)  Access Case Problem 2 Distributed | Oct. 20th-24th | |
| Week 10  Access Tutorial 3- Maintaining & Querying a Database | Nov. 1st- Last day to drop a full semester individual course  Access Case Problem 2 Due (10/31 @ 10AM)  Access Case Problem 3 Distributed | Oct. 27th-31st | |
| Week 11  Access Tutorial 4- Creating Forms & Reports | Access Case Problem 3 Due (11/7 @ 10AM)  Access Case Problem 4 Distributed | Nov. 3th-7th | |
| Week 12  Access Tutorial 5-Creating Advanced Queries & Enhancing Table Design | Access Case Problem 4 Due (11/14 @ 10AM)  Access Case Problem 5 Distributed | Nov. 10th-14th | |
| Week 13  Access Tutorial 6- Using Form Tools and Creating Custom Forms | Access Case Problem 5 Due (11/21 @ 10AM)  Access Case Problem 6 Distributed | Nov. 17th-21st | |
| Week 14  No Class | Thanksgiving/Fall Break - Classes Dismissed | Nov. 24th-28th | |
| Week 15  Access Tutorial 7- Creating Custom Reports  Final Exam Review | Dec. 2nd- 6th- Dead Week  Access Case Problem 6 Due (12/5 @ 10AM) | Dec. 1st-5th | |
| Week 16  Final Exam (Monday 12/9 2:30-3:45PM) |  | Dec. 8th-12th | |

*\*Syllabus meets requirements set forth by* [*MUBOG Policy AA-14*](http://www.marshall.edu/president/board/Policies/MUBOG%20AA-14%20Course%20Syllabus-amended-2012-08-14.pdf)