



SOFTWARE APPLICATIONS

3-0-3.0

Date: 11/29/11

COURSE NUMBER: CPT 178

PREREQUISITE(S): CPT 101 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

Using electronic spreadsheet and relational data base management software programs, this course focuses on complex microcomputer applications.

TEXTBOOK(S):

Parsons, Oja, Ageloff, and Carey. Microsoft Excel 2010 – Introductory. New Perspectives Series. Cambridge, MA: Course Technology Inc., 2011. ISBN: 0-538-74239-9

Adamski, Joseph J., and Kathleen T. Finnegan . Microsoft Access 2010 – Introductory. New Perspectives Series. Cambridge, MA: Course Technology Inc., 2011. ISBN: 0-538-79848-3

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Computer with Internet access, Internet Explorer 7.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

USB flash drive
Microsoft Excel 2010
Microsoft Access 2010
SAM 2010 Assessment, Projects, and Training V2.0
Microsoft Internet Explorer 7.0 or later
Windows XP, Vista, or Windows 7
Adobe Flash Player, version 10

METHOD OF INSTRUCTION:

This course will be taught by online instruction, case studies, online simulations and demonstrations, and discussion board discussions.

You are expected to read each assigned project. Students will produce files using the computer. **NO LATE WORK WILL BE ACCEPTED!** All work must be done according to the course calendar. Tests will be released as designed on the course calendar. **ALL tests must be completed within the specified time period in SAM 2010.**

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

GRADE CALCULATION METHOD:

Tests (maximum of 4)	=	35%
Projects/Assignments	=	30%
Class Participation	=	10%
Capstone Project	=	10%
Final Exam	=	15%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR:

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal

according to College policy under “disruptive behavior.” Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ “Spamming”
 - ✓ “Flaming”
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. **This e-mail must be received by the second day of class for the student to not be dropped for Never Attending.** At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student’s responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification

of information will call for disciplinary action. Disciplinary

action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

This class focuses on spreadsheet and database applications. However, there is also terminology and theory that the student is expected to learn. The textbooks are learning resources. It is the responsibility of the student to read and follow each assigned chapter, reference the material available on the web site, post answers to the discussion topics, utilize any online reference materials available and contact the instructor with any questions or concerns.

All assignments and lab projects must be completed and turned in for grading as scheduled. These will be sent to the instructor using the Assignment Drop box feature of the web course. **No project will be accepted after its due date.**

Tests will be taken using the Sam 2007 software.

If any test is not taken during the specified time frame, the test grade will be recorded as a zero. One 0 on a test may be replaced with the final exam grade.

Everyone will take a comprehensive final exam. No exemptions!

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Academic Director

Mrs. Kathy Locke
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Department Chair

Mrs. Karen Ravan
(864) 592-4840
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Manipulate the basic features of a spreadsheet
 1. Identify major components of the Excel window
 2. Navigate between worksheets
 3. Select and move worksheet cells
 4. Insert text, values and formulas into a worksheet
 5. Insert and delete rows and columns
 6. Resize rows and columns
 7. Insert, move, and rename worksheets
 8. Print a workbook

- II. Create and manipulate formulas and functions
 1. Identify financial functions
 2. Copy and paste formulas and functions
 3. Use absolute and relative references

 4. Create logical functions
 5. Insert date functions

- III. Create a professional looking worksheet
 1. Format data using different fonts, sizes, and styles
 2. Align cell contents
 3. Add cell borders and backgrounds
 4. Format the worksheet background and sheet tabs
 5. Find and replace formats
 6. Create and apply styles
 7. Apply an AutoFormat to a table
 8. Create headers and footers

- IV. Work with charts and graphics
 - 1. Create charts using the Chart Wizard tool
 - 2. Resize and move an embedded chart
 - 3. Modify the properties of your charts
 - 4. Insert drawing objects into the workbook

- V. Work with lists in a spreadsheet
 - 1. Identify the elements of a spreadsheet list
 - 2. Find and replace values in a worksheet
 - 3. Sort data in a list
 - 4. Use a data form to enter and edit data
 - 5. Use AutoFilters to filter data
 - 6. Use conditional formatting
 - 7. Insert subtotals
 - 8. Summarize data using a PivotTable

- VI. Work with multiple worksheets and workbooks
 - 1. Create and print a worksheet group
 - 2. Edit multiple worksheets at the same time
 - 3. Create 3-D cell references and workbook references
 - 4. Consolidate information from multiple worksheets and workbooks
 - 5. Create a workbook template
 - 6. Create a lookup table and use the LOOKUP function

- VII. Define the basic usage of a database
 - 1. Identify the components of the Access window
 - 2. Open and navigate a table
 - 3. Open and navigate a query
 - 4. Create and navigate a form

 - 5. Create, preview, and navigate a report
 - 6. Identify procedures for backing up, restoring, compacting and converting a database

- VIII. Create and maintain a database
 - 1. Design and create a database
 - 2. Create and save a new table
 - 3. Define fields and specify the primary key
 - 4. Add records to a table
 - 5. Modify the structure of a table
 - 6. Delete, move, and add fields and records
 - 7. Change field properties
 - 8. Copy records and import tables

- IX. Query a database
 - 1. Create, run, and save queries
 - 2. Update data using a query
 - 3. Define a relationship between two tables
 - 4. Sort data in a query
 - 5. Filter data in a query
 - 6. Specify an exact match in a query
 - 7. Change a datasheet's appearance
 - 8. Use a comparison operator to match a range of values
 - 9. Use the AND and OR logical operators
 - 10. Perform calculations in a query using calculated fields, and aggregate functions

- X. Create forms and reports
 - 1. Create a form using the Form Wizard
 - 2. Change a form's AutoFormat
 - 3. Find data using a form
 - 4. Preview and print selected records
 - 5. Maintain table data using a form
 - 6. Check the spelling of data using a form
 - 7. Create a form with a main form and a sub-form
 - 8. Create a report using the Report Wizard
 - 9. Insert a picture in a report
 - 10. Preview and print a report

- XI. Enhancing a table's design
 - 1. Create a Lookup Wizard field in a table
 - 2. Create an input mask for a table field
 - 3. Define data validation criteria
 - 4. Use the In, Like and Not operators in queries
 - 5. Use both the And and OR operators in the same query

- XII. Create a custom form
 - 1. Design a custom form
 - 2. Add, select, move, resize, delete, and rename control
 - 3. Add form headers and footers
 - 4. Add a graphic image to a form
 - 5. Use Control Wizard to create a multi-page form with a sub-form
 - 6. Use filter by form