

SYLLABUS & COURSE GUIDE
FALL SEMESTER, 2008

Course Title: 13-222 Microcomputer Applications II

Instructor: Dennis Buskirk

Office hours: Tuesday, Wednesday, & Thursday 2:00 pm - 3:00 pm
Wednesday (Blackboard Chat room) 7:00 pm - 8:00 pm

Office number: T-139 **Office phone:** 301-784-5128 **E-mail:** dbuskirk@allegany.edu

Secretary's phone: 301-784-5328 (Barbara Renotas T-27)

Day / Time of class meeting:

Web course sections 2226 (AC), 2227 (BR), & 2228 (SM)

Required Text & Materials:

Course website: <http://blackboard.allegany.edu>

Book website: www.scsite.com

1. Microsoft Office 2007 Post Advanced Concepts and Techniques: Shelly Cashman Series.
2. Five blank 3.5" diskettes (or some form of storage medium (Flash Drive)).

*** Microsoft Office 2007 software (Word, Excel, PowerPoint, Access) – It is NOT necessary that you purchase this software as it is available at all campuses of Allegany College of Maryland. However, if interested, Office 2007 Professional is available for purchase at a discounted rate (approximately \$70) to ACM students. Please e-mail Bob Elbin (belbin@allegany.edu) if interested.

**** Please note: Under extenuating circumstances, the instructor has the right to change any course provisions or requirements during the semester.**

Purpose:

This course provides a continuation of topics begun in CS 221 with an emphasis on advanced topics in each of the four application program areas (Word, Excel, Access, & PowerPoint). Integration, automation of processing, VBA, application creation, and application problem solving will be stressed. 3 Credits.

Prerequisite:

Computer Technology 221 (Microcomputer Applications I)

Course objectives:

1. To introduce students to the advanced use of microcomputer application programs in a Windows Vista operating system environment.
2. To give students hands-on experience with the advanced features of Microsoft Office.
3. To give students experience in integrating data and automating application programs.
4. To give students advanced experience in database administration.
5. To provide experience Visual Basic for Applications (VBA).
6. To prepare students to attempt the Microsoft Certification for the User Specialist.

**** Please be advised that the time allotted to lab during class time will NOT be sufficient for completing most assignments. You should be prepared to spend extra time in lab becoming familiar with the concepts presented in this class. The standard to follow is for every hour spent in class a minimum of three hours out of class will usually be required.****

Attendance / Tardiness policy:

Attendance is required for all classes and roll will be taken. If you miss a class you are still responsible for any material covered. Three unexcused absences can result in your being dropped from the class. Tardiness will be treated as a missed class. Attendance reflects attitude and will be used as a final determination of grade when accumulated points are close to a crossover between two letter grades.

Web Students failing to correspond with me by the end of the 2nd week of classes and failing to meet the first deadline I assign may be dropped from the course.

Academic dishonesty:

Refer to the AC Student Handbook for the definition of academic dishonesty, and know well the definition of plagiarism. Any act of academic dishonesty will be dealt with in an appropriate way.

Class participation:

Learning comes through communication, and thus is a two way process. Participation not only affects your grade, but also affects how much you get from this course. Please feel free to ask questions and make comments relating to the material being covered.

Course content:

Practical Tests	—	47%
Projects / Homework's	—	53%

Course grading structure:

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

*****NOTE: All assignments must be turned in for the student to receive a passing grade for this course!*****

Extra credit: Extra credit is not normally a part of this course.

Deadlines:

Projects, assignments, homework, etc. are due at the beginning of class on the date due. After that time, they are considered late and will lose 10% per day until turned in. Due dates will be given during class and posted on the web site.

Make-ups:

No make-up of exams, practicals, or assignments is permitted unless a valid, documentable medical or emergency situation exists. Students will have at least two days to take the written assessment in the testing lab. Practical assessments will be given in class on specific dates and must be taken at that time.

Microcomputer Applications 2
Tentative Course Schedule

WEEK &
APPLICATION **SUBJECT**

INTRODUCTION & WINDOWS XP

- 1 Course Introduction;
WORD Review of MS Word basics from Literacy and Micro 1
 Project 7 – Working with Document Sharing Tools, a Master Document, a Table of Contents, and an Index
- 2 Project 8 – Creating an Online Form
- 3 Project 9 – Enhancing an Online Form and Working with Macros, Document Security, and XML
 Word Exam

EXCEL

- 4 Review of MS Excel basics from Literacy and Micro 1
 Project 7 – Using Macros and Visual Basic for Applications (VBA) with Excel
- 5 Project 8 – Formula Auditing, Data Validation, and Complex Problem Solving
- 6 Project 9 – Importing Data, Working with PivotCharts, PivotTables, and Trendlines
- 7 *Excel Exam*

ACCESS

- 8 Review of MS Access from Literacy and Micro 1
 Database design concepts
- 9 Project 7 – Advanced Report Techniques
- 10 Project 7 continued
- 11 Project 8 – Advanced Form Techniques
- 12 Project 8 continued
- 13 Project 9 – Administering a Database System
- 14 *Access Exam*

POWERPOINT

- Review of PowerPoint basics from Literacy and Micro 1
 Project 5 – Reusing a Presentation with Multimedia
- 15 Project 6 –Creating a Self-Running Presentation Containing Animated Shapes
 PowerPoint Exam