

Quinsigamond Community College
CIS 112 – ADVANCED MICROCOMPUTER APPLICATIONS FOR BUSINESS

Semester: FALL 2010	Sec: B1 & B2
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Course Description

This course is a continuation of CIS 111. Students learn advanced datasheet and spreadsheet processing through the use of realistic business situations. They also learn how to use presentation software to create professional-looking documents. **Prerequisite: CIS 111**

Required Materials



Text: [Microsoft Office 2007 Advanced Concepts and Techniques](#)

Authors: Shelly, Cashman, Vermaat; Publisher: *Cengage Learning*

Print ISBN-13: 978-0-5387-6745-3

eText ISBN-13: 978-1-4354-0691-9 @ <http://www.coursesmart.com/9781418843328>

Note: For eText you must buy a subscription to use online or download for 180 days, free trial is for 14 days

QCC Book Store: <http://bookstore.qcc.mass.edu/Home.aspx>

Software: [Microsoft Office 2007](#)

Data Files:

The book comes with a data cd which includes the files needed to do the lab assignments

The data files may also be downloaded at the book's web site:

<http://www.scsite.com/catalog/product.cfm?category=Office%20Suites&subcategory=Microsoft%20Office%2007&isbn=978-1-4188-4332-8>

Note: *The inside back cover of the book has instructions for downloading the files*

Storage Device: USB Flash Memory Drive or Writable CD\DVD

Note: *It is recommended that you save (backup) your work to an external device in case of a system failure*

Objectives:

The student will become familiar with advanced techniques used in popular computer applications. This will be accomplished through online instruction and independent lab work.

The following objectives will be met:

- Students will learn how to create documents with tables and charts in Word 2007.
- Students will learn how to create form letters, data sources and merge documents in Word 2007.
- Students will learn how to use financial functions and analyze data in spreadsheets using Excel 2007.
- Students will learn how to create custom forms and reports using Access 2007.
- Students will learn how to create a presentation slideshow using visuals and enhancements using PowerPoint 2007.

Online Methodology

There will be lecture handouts for each section\chapter. The discussion board will be used as an aid in assisting with lab assignments and projects. Since this course uses a step by step approach to completing assignments most of the work is done independently.

Online Attendance

Since this is an online class, logging in to the class, submitting assignments and participating by posting on the discussion board on a weekly basis is strongly encouraged.

Interaction Guideline

Email: This is the preferred method for communicating within the online class. Submit any questions or concerns you may have using the *Mail* icon in [Course Tools](#). Email any questions or concerns about coursework. I will respond within 24 hours on weekdays, 48 hours on weekends.

Discussion: There will be a discussion question at the beginning of each section chapter. The discussion board will be used to post any questions about assignments or any problems you may be having with doing a lab exercise where the instructor and classmates may respond to you. Be sure to check the discussion board on a weekly basis and post a response to a question or reply to another's posting.

Note: the discussion board is viewable by everyone in the class; whatever is posted can be seen by all class members. If you have a private issue to discuss use email.

For any technical problems you may experience in the online course

Click the link below for contact information:

24x7 Technical Support is Available http://www.qcc.mass.edu/qconline/Technical_Support.htm

Disability Support Services:

QCC is committed to full access for all individuals. The purpose of Disability Support Services is to assist students with disabilities achieve their educational goals by providing reasonable accommodations and support services. Feel free to contact the disabilities office if you are in need of services. Click here for [contact info](#)

Assignment Guidelines

The book uses a step by step approach for creating the documents. Assignments will be graded on the completion of chapter projects and lab projects. When doing the chapter assignments, be sure to include your name on the document. Assignments will be submitted using the assignment drop box in the course.

The book is divided into sections: *Word, Excel, Access* and *PowerPoint* (note: For our course we will not be doing the section on Outlook, due to users would need to have an email account setup in Outlook. If you use Outlook for email feel free to review the sections on Outlook). Each section has three chapters; excluding PowerPoint, it has only two chapters. Each chapter shows how to create a document. You will create the chapter project and submit it to me to be graded. At the end of each chapter, there are cases and in the lab projects. These will be assigned and also graded. Projects will be given at the end of each section; these will be posted in the assignments section.

Grading:

This is a hands-on course. Chapter projects and the end of chapter lab assignments will count toward your grade. Projects will be given at the end of each section topic (e.g. Word) and will count 15% each.

Discussion Board Participation - weekly	10%
Lab Assignments	30%
Projects/Exams	15% x 4 = 60%
Total	100%

Discussion Rubric	Performance Indicators			
Objective/Criteria	Unacceptable	Acceptable	Good	Excellent
Frequency/Postings	(0 points) Does not participate or reply to a posting.	(1 points) Participates 1-2 times.	(2 points) Participates 3-4 times, replies to postings.	✔ (3 points) Participates early in the discussion and throughout the week. Posts and replies frequently.

Assignment Rubric (graded on a scale of 0 – 10)

Not Done	Not all steps completed, needs work	Average, done but missing steps	Above Average	Excellent, Well Done
0	4	6	8	10

Criteria for Grading

Grade Levels	Work Assessment
A (95 – 100) A- (90 - 94)	Outstanding work, excellent organizational skills and thorough understanding of the assignment, timely completion of all assignments
B+ (87 – 89) B (83 – 86) B- (80 – 82)	High quality work, good organizational skills and a good understanding of the assignment, completing assignments when due
C+ (77 – 79) C (73 – 76) C- (70 – 72)	Average work, fair organizational skills, fair understanding of assignment, satisfactory completion of assignments
D+ (67 – 69) D (63 – 66) D- (60 -62)	Work is below average and unsatisfactory, below average understanding of the assignment, incomplete or missing assignments
F (Below 60)	Quality of work is poor, unorganized, assignments ignored or not completed

Plagiarism

As stated in the student handbook: *Our purpose in the classroom is to seek the truth; this work requires trust and honesty between teacher and student. If we are not honest about what we know and don't know, our learning will always be impaired. Because our teaching and learning depends on this honest communication, we expect all students to understand what plagiarism is and why it is unacceptable. Plagiarism means taking someone else's ideas or words and presenting them as one's own. Any student considering plagiarism should recognize the consequences and consider alternatives.*

Course Outline

I. Word Chapter 4 Creating a Document with a Title Page, Table, Chart, and Watermark

- a. Create a document with tables, charts and watermark
- b. Formatting and adding borders to a paragraph
- c. Modifying and formatting a table
- d. Creating and applying a character style
- e. Performing Calculations in a Table

II. Word Chapter 5 Generating Form Letters, Mailing Labels, and Directories

- a. Use Mail Merge
- b. Insert and format an AutoShape
- c. Create and edit a data source
- d. Create an Outline-Style Numbered List
- e. Merge and Print form letters
- f. Sort data records
- g. Address and print mailing Labels and Envelops

III. Word Chapter 6 Creating a Professional Newsletter

- a. Create and Format a Word Art drawing object
- b. Insert and format graphics
- c. Formatting columns
- d. Insert and formatting a text box
- e. Use the format painter tool
- f. Add a border

IV. Excel Chapter 4 Financial Functions, Data Tables, and Amortization Schedules

- a. Format the worksheet
- b. Naming cells
- c. Use financial functions
- d. Create tables to analyze data
- e. Create an amortization schedule
- f. Use formula checking
- g. Hide and Unhide columns and rows

V. Excel Chapter 5 Creating, Sorting, and Querying a Table

- a. Create and formatting a table
- b. Sort the table
- c. Use functions
- d. Query the table

- VI. Excel Chapter 6 Creating Templates and Working with Multiple Worksheets and Workbooks**
- a. Create a template
 - b. Use the Round function
 - c. Define and apply styles
 - d. Create formulas
 - e. Draw a chart
 - f. Assign comments to cells
 - g. Add headers and footers
- VII. Access Chapter 4 Creating Reports and Forms**
- a. Creating a report using the Report Wizard
 - b. Use sorting and grouping in a report
 - c. Add totals and subtotals to a report
 - d. Use Form Wizard to create a form
- VIII. Access Chapter 5 Multi-Table Forms**
- a. Use date, memo, OLE, and hyperlink fields
 - b. Use the Input Mask Wizard
 - c. Update fields and enter data
 - d. Create a form using the Form Wizard
 - e. Modify form design
 - f. Use the form to view data
 - g. Use date and memo fields in a query
- IX. Access Chapter 6 Using Macros, Switchboards, PivotTables, and PivotCharts**
- a. Create actions to run and modify macros
 - b. Create a switchboard
 - c. Import data and create a query
 - d. Create a PivotTable and a PivotChart
- X. PowerPoint Chapter 3 Creating a Presentation with Custom Backgrounds and SmartArt Diagrams**
- a. Create a Presentation using Visuals
 - b. Add a picture to create a custom background
 - c. Creating a WordArt element and add it to a slide
 - d. Add SmartArt Diagrams and Graphics to a slide
 - e. Add animation to slides
- XI. PowerPoint Chapter 4 Working with Information Graphics**
- a. Inserting and Formatting Pictures and Clips
 - c. Add sound effects and Action Buttons
 - d. Modify a presentation template
 - e. Add animation and run a slide show

The online class week begins on Tuesday. Lab assignments are due the following week on Tuesday or as noted in the assignment. Assignments will be posted in the Course Tools - Course Content - Assignments section and on the Home Page - Weekly topic section - Table of Contents.

Assignment Schedule (Tentative)

Week 1 – Sept. 7	Introduction & Posting to the Discussion Board	Book Page#
Week 2 – Sept. 14	Word Chapter 4 Sales Proposal	pg. WD 226 - 291
	Apply Your Knowledge In the Lab #1, 2	pg. WD 292 - 293 pg. WD 296 - 299
Week 3 – Sept. 21	Word Chapter 5 Form Letters, Mailing Labels, and Directories	pg. WD 306 - 363
	Apply Your Knowledge In the Lab #1, 2	pg. WD 370 - 372 pg. WD 376 - 380
Week 4 – Sept. 28	Word Chapter 6 Newsletter	pg. WD 386 - 451
	In the Lab #1, 2	pg. WD 456 - 459
Week 5 - Oct. 5	Excel Chapter 4 Loan Payment Calculator with Data Table and Amortization Schedule	pg. EX 266 - 322
	Apply Your Knowledge In the Lab #1, 3	pg. EX 323 pg. EX 327-329, 332-334
Week 6 - Oct. 12	Excel Chapter 5 Silver Photography Accessories Sales Rep Table	pg. EX 338 - 399
	In the Lab #1, 2	pg. EX 405 - 411
Week 7 - Oct. 19	Excel Chapter 6 Profit Potential Worksheets with Cone Chart	pg. EX 418 - 491
	In the Lab #1, 2, 3	pg. EX 496 - 503
Week 8 – Oct. 26	Excel Project	
Weeks 9 & 10 Nov. 2 & 9	Access Chapter 4 Reports and Forms	pg. AC 234 - 284
	In the Lab #1, 2	pg. AC 289 - 293
Week 11 – Nov. 16	Access Chapter 5 Multi-Table Forms	pg. AC 298 - 347
	In the Lab #1, 2	pg. AC 352 - 395
Weeks 12 & 13 – Nov. 23 & 30	Access Chapter 6 Macros, Switchboards, PivotTables, and PivotCharts	pg. AC 362 - 413
	Apply Your Knowledge In the Lab #1	pg. AC 414 - 415 pg. AC 418 - 419
Week 14 – Dec. 7	PowerPoint Chapter 3 Presentation with Custom Backgrounds and SmartArt Diagrams	pg. PPT 162 - 214
	In the Lab #1, 2, 3	pg. PPT 219 - 223
Week 15 – Dec. 14	PowerPoint Chapter 4	pg. PPT 226- 283
	Extend Your Knowledge In the Lab #1, 2, 3	pg. PPT 286 pg. PPT 289 - 294
Week 16 – Dec 20	PowerPoint Final and All Projects are Due by Noon	

**Form DE-2
Distance Education Course
Interaction Plan**

This form is to be completed by the faculty of record. Students enrolled in this distance education course shall receive a copy of this completed form.

Course Title: CIS 112 Faculty: Joan Perry

Telephone Number: (508) 854-4370 Office Hours: by appt.

Mailing and/or Email

Address: 670 West Boylston St. Worcester, MA 01606

email: joanp@qcc.mass.edu

Asynchronous Course

Synchronous Course

Asynchronous: This form of distance education is characterized by an emphasis on “learning on demand” or “as needed communication” between students and faculty from multiple locations at times convenient to participants.

Synchronous: This form of distance education entails the use of live, two-way communication among and/or between students and faculty in a scheduled or “fixed” point(s) of time(s), much like classroom-based instruction.

This course may include, but not be restricted to, the following interactions:

	YES	NO
✓ in person meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✓ telephone interactions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✓ electronic interactions (email, internet ...)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes, dates, times, places are to be specified.

Students are required to engage in the following interaction(s) for successful completion of this course:

Email and/or the discussion board for assistance with assignments and projects, The discussion board will be used as a way to communicate with each other within the class.

Chat will not be used.
