An important note about my contact information. My name is very often spelled incorrectly. When trying to contact me via email this can mean the difference between me getting the message and your message floating endlessly in hyper space. Please be sure you double check the spelling when sending me messages. My last name, Hutchison, only has one letter n and it is at the end of my name.

Office Hours (304Q McKibben):

Monday: 3:45 to 5 pm
Tuesday: 12:15 to 3:45 pm
Wednesday: 9:30 to 11:45 am (*No office hours on October 11th*)
Thursday: 12:15 to 1:15 (*No office hours on October 12th*)

The office hours above are just a starting point. I am often online and I am frequently available outside these hours, including evenings. I will gladly make appointments for other times (either online or in person).

Any changes to office hours will be posted on D2L in the Course News Announcements.

Please check D2L after the first week of school for office hours and lab hours for our graduate assistant.

Class meeting time and place:

CSC 340.500
Online Delivery of course via D2L (Desire2Learn) Learning System.

There will be three exams. All three exams must be proctored. The exam schedule is as follows:

- Access - Thursday, September 28th at 4 pm
- Excel - Thursday, November 16th at 4 pm.
- Final - Wednesday, December 13th at 1 pm.

There will be a sign up available on D2L for those with class conflicts at the above times. Any requests for remote (out of town) testing must be made during the first week of class.
Practical Exams:

The two hands on practical lab exams (Access and Excel) that must be taken in person. These exams may be taken at either at the SFA Department of Computer Science Computer lab, or in person at an approved testing center with a computer lab. Online proctoring is not an option for the practical exams.

Final Exam:

The final exam must also be proctored. It may be taken at either at the SFA Department of Computer Science Computer lab, in person at an approved testing, or via online proctoring (ProctorU).

Course Description

Advanced utilization of spreadsheet software. Utilization of database software. Operating systems and disk management skills.

Prerequisite:

CSC 101 or CSC 121 or MGT 272 or nine hours of CSC courses. All prerequisite course must have a grade of C or better. This course may not be used to satisfy advanced computer science requirements for a computer science/computer information systems major or a computer science minor. (Note: The course does satisfy advanced computer science requirements for a computer information systems minor or an information technology minor.)

Program Learning Outcomes:

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness.

- Students majoring in the Department of Computer Science may access program learning outcomes at [http://cs.sfasu.edu/cs/plo/](http://cs.sfasu.edu/cs/plo/)
- Students majoring in the College of Business may access program learning outcomes at [http://www.sfasu.edu/cob/ug-plo.asp](http://www.sfasu.edu/cob/ug-plo.asp)

Student Learning Outcomes:

Upon successful completion of the course, students should be able to:

1. Demonstrate introductory microcomputer operating system skills.
2. Design and develop advanced electronic spreadsheets.
3. Design and develop relational database projects.
4. Demonstrate strategies which can be used to learn new and/or different computer applications.

Required Materials:

There is no required book for this course, all material will be provided on D2L. If you would like recommendations on reference books, just let me know.
Reliable access to the Internet and the D2L learning management system (d2l.sfasu.edu)

Software:

- Microsoft Access (Any version 2010 or later ok)
- Microsoft Excel (Any version 2010 or later ok)

Most SFA computer labs have both Access and Excel. SFA students can get both of these products free through SFA's agreement with Microsoft Office 365. Go to [http://www.sfasu.edu/mysfa/o365/](http://www.sfasu.edu/mysfa/o365/) for more information.

Special Software Notes:

- There is not currently a Mac version of Access. The current Mac version of Excel will be fine for all but one Pivot Chart assignment.

Course Requirements:

Examinations (All exams must be proctored):

- One hands on in person practical database exam database (Access) exam given in a computer lab. The exam is worth 200 points of the total 1,000 points (20% of course grade). Exact time options and sign up will be available on D2L. Remote test proctoring at an approved testing center is an option, but must be set up during the first week of the semester.
- One hands on in person practical spreadsheet exam (Excel) exam worth 300 points of the total 1,000 points (30% of course grade). Exact time options and sign up will be available on D2L. Remote test proctoring at an approved testing center is an option, but must be set up during the first week of the semester.
- One comprehensive online exam worth 200 points of the total 1,000 points (20% of course grade). Exact time options and sign up will be available on D2L. Remote test proctoring with an approved testing center is an option, but must be set up during the first week of the semester.

Note: Once a student leaves the room on the day of the examination, they will not be permitted to return. Once the first person has left the room on the day of an examination, no one else will be permitted to begin the exam. If you have a conflict with another university event, you must contact me well in advance of the examination. Students requesting remote test proctoring must notify the instructor within the first week of the semester. Confirmation from the remote test proctoring location must be received a minimum of two weeks prior to the exam. Please note that the student is responsible for all remote test proctoring fees.

Department policy requires that all students take the final exam. There are no exemptions for the final examination. A zero on the final exam will result in an F in the course.

Assignments and Quizzes:

Assignments and quizzes worth a total of 300 points of the total 1,000 points (30% of the course grade) will be given. Assignments/quizzes will be of unequal weight. Not all assignments/quizzes will be graded. No Make ups or late work accepted. All assignments are due at the announced time on the specified due date. If you have a conflict, please contact me in advance.
# Course Calendar/ Tentative Timeline (See D2L for exact due dates):

<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
</tr>
</thead>
</table>
| 1    | Course Introduction  
|      | Excel Review (Basic Excel Functions, charts, working with Dates, cell references (Relative, Absolute, And Mixed))  
|      | Designing and Creating a Database |
| 2    | Database Properties  
|      | Creating Tables  
|      | Adding Records |
| 3    | Select Queries  
|      | Joining Access Tables  
|      | Calculated Fields And Grouping  
|      | Crosstab Queries |
| 4    | Introduction To Maintaining A Database  
|      | Updating Records  
|      | Changing The Database Structure  
|      | Validation Rules  
|      | Referential Integrity |
| 5    | Access Exam - in person lab exam |
| 6    | Excel Functions And Features - Proper, Uppercase, Lowercase, Trim, Right, Left, Mid, Large, Small, Roman, Randbetween Paste Special Operations (Add, Multiply, Etc.), Transpose, Fractions, Freeze Panes, Wrap |
| 7    | Working With Multiple Worksheets - Drilling Down In Excel, 3-D Cell References In Excel, Data Manipulation - Excel Text To Columns And Concatenate, Excel Data Validation |
| 8    | Introduction To Financial Functions  
|      | Create A Loan Payment Calculator  
|      | Creating Cell Names In Excel  
|      | Logical Functions and Conditional Formatting  
|      | Amortization Schedule  
|      | Cell Protection |
| 9    | Working With Large Spreadsheets (Shortcuts)  
|      | Creating An Excel Lookup Table  
|      | Using Subtotals, Advanced Sorting and Filtering |
| 10   | Excel Database Functions |
| 11   | Excel Exam – in person lab exam |
| 12   | Complex Problem Solving |
| 13   | Pivot Tables, Charts and Slicers |
| 14   | Solver |
| 15   | Final Exam – in person (or proctored) |

Specific exam dates and assignment due dates will be available in the D2L learning management system.

## Grading Policy:

**End of Course Grade:** There are a total of 1,000 possible points in the course. End of course letter grades will be based on the number of points earned.

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1,000</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

Missing the final Exam  

*Note: A grade of QF will be assigned to students that are failing due to non-participation in the course.*
Final Exam: There are no exemptions from the final examination and no changes in taking the final examination. **All students must take the final exam. A zero on the final exam will result in an **F** in the course.**

Attendance: The only face-to-face attendance that is required is for the exams. *(See exceptions in Academic Integrity section.)*

Participation: Participation in the course is essential and will be taken into consideration for your final grade. Inappropriate student behavior and offensive language in chat rooms, discussion forums, computer science facilities or other related activities will not be tolerated.

D2L (Desire2Learn): This course will use the D2L Learning Management System. The course login page may be accessed via your mySFA account or by linking directly to [d2l.sfasu.edu](http://d2l.sfasu.edu). D2L student support can be found at SFAOnline Tech Support.

Acceptable Student Behavior: Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D 34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Academic Integrity: Please review the University policy on Academic Integrity. Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at [www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp).

If in my judgment an instance of academic dishonesty on an exam has occurred, a grade of zero will be assigned and a minimum of one (1) letter grade will be lost in the course grade. Using work from a previous semester is considered a violation of this policy even if the work is your own. If you are repeating the course, repeat the work. Please note that being in possession of a cell phone or other electronic device during an exam will result in an examination grade of zero. A student found cheating on an examination may not drop the course. If in my judgment a student is found cheating on any part of a homework assignment or quiz, the student will receive negative points equal to the value of the entire homework/quiz. A negative grade will not be replaced by any possible bonus assignment. I consider the person who did the work (homework, quiz, test) and the person copying the work as both cheating. Do your own work. Do not share your work with others. A course grade of F may be assigned depending on the situation.
Additionally, any student that has any Academic Integrity violations will be required to take any remaining online exams in a closed note, closed book proctored environment. Students requiring remote proctoring will be responsible for proctor fees. Do your own work. Do not share your work with others. A course grade of F may be assigned depending on the situation.

University Drop Policy: The official university add/drop policy is located at: http://www.sfasu.edu/policies/course-add-drop.pdf. If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU. The Registrar is located on the 2nd floor of the Rusk building.

Withheld Grades, Semester Grades Policy (A-54): Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Special Accommodation Request: Students with special accommodation have the responsibility to immediately initiate a meeting with the instructor to discuss how the special accommodations will be provided. Students who are aware of these special needs at the beginning of the semester must inform the instructor in person about any event which requires special accommodations.

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Computing Laboratory Usage: Students who utilize equipment in university computing laboratories are expected to read and abide by all posted policies for the laboratories

Identification: Valid SFA student I.D. cards with CID must be presented on each exam day. (No I.D...No exam...Grade of zero)