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 (Online or in person by appointment only):

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>3:30 to 4:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:25 to 10:50 am and 1-4 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:40 am to 12:50 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:25 to 10:50 am</td>
</tr>
<tr>
<td>Friday</td>
<td>By appointment</td>
</tr>
</tbody>
</table>

I am absolutely available outside the office hours listed. These hours are just a starting point. I am often online and I am frequently available outside these hours, including evenings and weekends. I will work with you to communicate in a manner that works best for you. The best way to make initial contact with me is via email. If you prefer to speak on the phone or communicate through a Zoom video chat we can make those arrangements for a time that best fits your schedule.

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

Class meeting time and place:

CSIT 3340.501
Eight week Online Delivery of course via BRIGHTSPACE BY D2L (Desire2Learn) Learning System.

There will be three exams. Two of the exams have a project portion and also a proctored portion that will be taken online. You will need to have access to a computer with Google Chrome and a web cam and mic to take the exam. Exact exam dates will be available on BRIGHTSPACE BY D2L.

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

Prerequisite: CSIT 1300 or COSC 1301 or BCIS 1305 or CSCI 2302 or 2311 or MGMT 2372. All prerequisite course must have a grade of C or better.

Required Materials:

There is no required book for this course, all material will be provided on BRIGHTSPACE BY D2L.
Reliable access to the Internet and the BRIGHTSPACE BY D2L learning management system (d2l.sfasu.edu). Please note that BRIGHTSPACE by D2L does not support Internet Explorer. The recommended browser is Chrome.

Required Software:

- Microsoft Access
- Microsoft Excel

SFA students can get both Access and Excel free through SFA’s agreement with Microsoft Office 365. Go to http://www.sfasu.edu/mysfa/o365/ for more information. Also see the software notes below.

Special Software Notes:

- **Mac users:** There is not currently a Mac version of Access, you will need a computer with the Windows operating system to use Microsoft Access.
- **Windows users:** Please note that you will need to download the Office 365 package in order to use Microsoft Access, the web version of Office 365 does not support Access.

Course Requirements:

Examinations

Exam 1 and Exam 2 each a project portion and also a proctored portion that will be taken online. You will need to have access to a computer with Google Chrome and a web cam to take the proctored portion of the exam.

- Exam 1 covers databases using Microsoft Access. The exam is worth 225 points of the total 1,000 points.
- Exam 2 covers spreadsheets using Microsoft Excel. The exam is worth 275 points of the total 1,000 points.
- One comprehensive proctored online final exam covering both Access and Excel worth 200 points of the total 1,000 points.

*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.*

Class Work:

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. All quizzes must be submitted by the posted due date. Dropbox assignments will be accepted up to 3 days late with a 10% point penalty per day. All exams must be taken in the posted exam window unless coordinated with instructor in advance.

You should expect to spend 10 – 12 hours per week completing the requirements for this class. This includes reading, watching videos, completing assignments, exams, and engaging in other forms of preparation.
### Course Calendar/ Approximate Timeline (See BRIGHTSPACE BY 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  
Database Properties  
Creating Tables  
Adding Records |
| 2    | Select Queries  
Joining Access Tables  
Calculated Fields And Grouping  
Crosstab Queries |
| 3    | Introduction To Maintaining A Database  
Updating Records  
Changing The Database Structure  
Validation Rules  
Referential Integrity |
| 4    | Access Exam  
Excel Review Wrap up |
| 5    | 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 |
| 6    | Introduction To Financial Functions  
Create A Loan Payment Calculator  
Creating Cell Names In Excel  
Creating Excel Data Tables (What-if Analysis)  
Logical Functions and Conditional Formatting  
Amortization Schedule  
Cell Protection  
Working With Large Spreadsheets (Shortcuts) |
| 7    | Creating An Excel Lookup Table  
Using Subtotals, Advanced Sorting and Filtering  
Excel Database Functions  
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  
Excel Exam |
| 8    | Complex Problem Solving  
Pivot Tables  
Pivot Charts  
Final Exam – in person (or proctored) |

*Specific exam dates and assignment due dates will be available in the BRIGHTSPACE 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>
<tr>
<td>Missing the final Exam</td>
<td>F</td>
</tr>
</tbody>
</table>
*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.

**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.

**BRIGHTSPACE BY D2L (Desire2Learn):** This course will use the BRIGHTSPACE BY 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). BRIGHTSPACE BY D2L student support can be found at [www.sfaonline.info/supportandtutorials](http://www.sfaonline.info/supportandtutorials).

**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.

**COVID-19 MASK POLICY** Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions. [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html) [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)

**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.

Please read the complete policy at [http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf](http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf)

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.

**University Drop Policy:** The official university add/drop policy is located at: [http://www.sfasu.edu/policies/course-add-drop-6.10.pdf](http://www.sfasu.edu/policies/course-add-drop-6.10.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](mailto: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.

Students with Disabilities
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 http://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.

Computer Science Program Accreditations The Bachelor of Science degree with a major in Computer Science is accredited by the Computing Accreditation Commission (CAC) of ABET, Inc., http://www.abet.org., the recognized accreditor of college and university programs in applied science, computing, engineering and technology. ABET accreditation demonstrates a program’s commitment to providing its students with a quality education.

Computer Science Program Learning Outcomes & Objectives The computer science curriculum is designed to allow the future computer specialist to obtain a broad education coupled with detailed knowledge in computer science sufficient to lay a foundation for professional competence in the computing field. Non-specialists may also take computer science courses that will acquaint them with computing capabilities applicable to their main field of endeavor. Students majoring in the Department of Computer Science may access program educational objectives and outcomes at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations

Student Learning Outcomes/Educational Objectives:

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.