

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

CMIS 201

INTERMEDIATE MICROCOMPUTER APPLICATIONS

COURSE DESCRIPTION

This laboratory experience offers the student a hands-on introduction to an electronic spreadsheet, a database program, and a presentation program. Upon this foundation, intermediate database and intermediate and advanced spreadsheet skills are taught. Throughout the course, there is an emphasis on the integration of the applications as they are applied to personal and organizational tasks. This course provides the IT foundations that are applicable for all curriculums.

RATIONALE

The success of any enterprise is largely dependent upon the timely availability of information. An understanding of the concepts of computer and information processing is essential for students to be successful in school, in their careers, and in life. This course is designed for students who wish to understand the integration and use of spreadsheets, databases, and presentation software. There is a need for those who understand how computers may be put to work in industry, education, government, church administration, and other areas.

I. PREREQUISITES

INFT 110 or equivalent

II. REQUIRED RESOURCE PURCHASES

Adamski, Joseph J. and Kathy T. Finnegan. *New Perspectives on Microsoft Office Access 2007: Introductory*. Boston, Massachusetts: Course Technology, Inc., 2007. ISBN-13: 0538475269.

Parsons, June J., Dan Oja, Roy Ageloff, and Patrick Carey. *New Perspectives on Microsoft Office Excel 2007: Comprehensive*. Boston, Massachusetts: Course Technology, Inc., 2007. ISBN-13: 0538475595.

(Note: The two textbooks above can be purchased as a package via MBS Direct. ISBN: 0495958816.)

Students must also have Microsoft Office Professional Plus 2007 or a higher version (the version must include Excel, **Access**, PowerPoint, and Word).

Microsoft Office Professional 2010 will also work. The 2010 software is available for Liberty students at the [IT Marketplace](#). Students must order the professional version because that includes Access. The cost of the total package is about \$60.00. The price may vary somewhat depending on the shipping cost.

Disclaimer: The above resource(s) provide information consistent with the latest research regarding the subject area. Liberty University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

III. ADDITIONAL MATERIALS FOR LEARNING

- A. IBM-compatible computer with basic audio and video equipment and Windows XP or Vista or newer versions of Windows.
- B. Reliable Internet access (broadband recommended)

IV. MEASURABLE LEARNING OUTCOMES

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

- A. Function effectively in society through the application of computational skills used in spreadsheets, databases, and presentations.
- B. Integrate efficiently the applications in the distributed environment in which the student will spend much of his or her time in his or her chosen career.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture notes
- B. Discussion Board Forums (2)

The student will complete two forum assignments in the course, one in Module 3 and the other in Module 7. The student will answer the instructor's prompt in the corresponding forum (at least 2 paragraphs) by creating a new thread. The thread must be posted by Saturday evening of the module in which it is assigned. The student will then reply to at least two other students' threads no later than Monday evening of the same module.

- C. Introductory/Policy Assignment

The student will complete an assignment that demonstrates his or her knowledge of course policy and procedures. This assignment must be completed in Module 1. Complete instructions can be found in Module 1.

- D. Assignments

The student will complete 34 assignments drawn from the textbook. Specific instructions and grading values are given in each module.

- E. Final Presentation

The student will create a PowerPoint presentation using the guidelines set forth in the Final Presentation lesson in Module 8. The presentation must be submitted by the end of Module 8.

F. Tests (4)

All tests are closed-book, closed-notes and are made up primarily of multiple-choice questions. Tests must be completed in no more than 40 minutes. Three points will be subtracted from the student’s grade for each minute over the time limit.

VI. COURSE GRADING AND POLICIES

A. Points

Discussion Board Forums (2 at 10 pts ea	20
Introductory/Policy Assignment	25
Assignments (34 at varying pts ea)	300
Final Presentation	55
Test 1 (Modules 1–2)	150
Test 2 (Module 3)	150
Test 3 (Modules 4–6)	150
Test 4 (Modules 7–8)	150
Total	1000

B. Scale

A = 900–1000 B = 800–899.99 C = 700–799.99 D = 600–699.99 F = 0–599.99

C. Assignment Completion Policy

All assignments and projects must be completed in order to pass the class.

D. Academic Dishonesty/Cheating Policy

For each assignment, students must complete the entire lesson (file) on their own. Students are never allowed to use anyone’s USB or file but their own, or work together. Students should never lend their file to another student nor should a student have any other students work in their possession for any reason. If a student uses another student’s files, both students are considered guilty of cheating. If caught cheating, the student will get a 0 on the homework and automatically have his or her course grade lowered by at least one whole grade (i.e., from a B to a C). If a student is caught using someone else’s file a second time, he or she will fail the course. If a student cheats or tries to cheat on an exam, he or she will fail the course.

E. Participation Policy

While this is an online course, the student will be required to communicate with the instructor and turn in assignments on a weekly basis. (Assignments are due for each module by 11:59 p.m. (ET) on Monday of each week unless the professor indicates otherwise.) Students are expected to read announcements posted on Blackboard and check their Liberty email account on a regular basis. There are no extensions in this eight-week course.

F. Late Assignment Policy

A 5% per day penalty will be taken off the student's grade for an assignment for each day that it is late.

G. Extra Credit

There will be no extra credit given for this course.

H. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations.

COURSE CHART

CMIS 201

Textbooks: Adamski & Finnegan, *New Perspectives on Microsoft Office Access 2007* (2007).
Parsons, et al, *New Perspectives on Microsoft Office Excel 2007* (2007).

WEEK/ MODULE	READING & STUDY	LEARNING ACTIVITIES	POINTS
1	Parsons, Tutorials 1–3	Course Requirements Checklist	0
		Introductory/Policy Assignment	25
		A1 & A2 (7 pts each)	14
		A3 & A4 (10 pts each)	20
		A5	8
2	Parsons, Tutorials 4–5	A6–A8 (8 pts each)	24
		Practice Test	0
		Test 1	150
3	Parsons, Tutorials 6–8	A9	12
		A10 & A11 (10 pts each)	20
		A12	5
		A13	8
		A14 & A15 (10 pts each)	20
4	Adamski, Tutorials 1–4	Discussion Board Forum 1	10
		Test 2	150
		A16–A18 (10 pts each)	30
		A19 & A20 (8 pts each)	16
		A21 & A22 (8 pts each)	16
5	Adamski, Tutorials 5–6	A23	10
		A24	8
		A25 & A26 (8 pts each)	16
6	Adamski, Tutorials 7–8	A27	15
		Test 3	150
		A28 & A29; A31 (8 pts each)	24
7	Parsons, Tutorials 9–12	A30 & A32 (6 pts each)	12
		Discussion Board Forum 2	10
		A33	10
8	Parsons, Appendix B PowerPoint Tutorial	A34	12
		Test 4	150
		Final Presentation	55
		TOTAL	1000

A = Assignment

NOTE: Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.