

Computer Applications and Information Technology
CIS 105 – 34571 Session C
Course Syllabus
Spring 2022

Instructor:	Peter Burgess	Phone:	928.230.8207 Cell
Office Location and Hours:	By appointment only.	E-mail:	peter.burgess@asu.edu
Class Dates, Days, and Times:	Friday, 1/14/22 – Friday, 4/29/22, 3:30 PM – 6:15 PM Arizona Time Final Exams 5/2-7, 2022, as posted, to be announced Martin Luther King Day, Monday, January 27 th . Spring Break, March 6-13, 2022	Class Location/Modality:	Calhc HASAL 111 On-Ground, Web Enhanced ASU Sync: https://asu.zoom.us/j/3845854227
Drop Period:	Last Day to Register or Drop/Add without College Approval: Sunday, January 16, 2022. (Be aware that dropping a course can affect your financial aid.) https://students.asu.edu/academic-calendar		
Tuition & Fees 100% Refund Deadline:	Note: If you choose to drop a class or withdraw from ASU after this deadline, you may receive a bill for the financial aid used to cover those classes. See Tuition and Refund Policy .		
Withdrawal Dates:	Withdrawal Dates: Monday, January 17 – Sunday, April 3, 2022. (Be aware that withdrawing from a course can affect your financial aid.) https://students.asu.edu/academic-calendar		
Secondary Contact:	Dr. Carla Harclerod Carla.Harclerod@asu.edu	Course Modality:	On-Ground
Canvas (Learning Management System):	All courses are web-enhanced and, as such, all students are required to have access to the Learning Management System Canvas. Note: Grades may be checked in the Learning Management System.		
Course Description:	Introduces business information systems from a business intelligence perspective and the uses of application software with emphasis on database and spreadsheet packages for efficient and effective problem solving.		
Course Goals:	By the end of the semester, students will be able to: 1. Analyze the principal concepts and roles of mainframe, mini and personal computers and programming in a business environment.		

	2. Analyze information management and information systems development and define information systems analysis, design, and database management. 3. Identify various computer hardware components and the appropriate use and purpose of software applications including operating systems, word processing, graphic presentation, spreadsheets, and databases. 4. Complete problem-solving projects in spreadsheet and database software applications by using formulas, functions, queries and sorting procedures. Complete a writing assignment in a word processing program which includes formatting styles, tables, headers, and footers. 5. Compare common network topologies, classifications, connection options, and media for speed, costs, and security features. 6. Identify security protocols necessary to protect information from viruses and malware such as firewalls, anti-virus software, and system updates. 7. Use Internet browsers and search engines efficiently to find information and define basic website terms, domains, and protocols.
Materials / Equipment:	<i>Portable Data Storage:</i> To facilitate easy transfer, storage, and backup of documents and assignments, a USB flash drive is recommended for this class. If you own one already, it should have a capacity of at least 1 GB. <i>Home Computer or Laptop:</i> This course requires significant use of a computer outside of normal class meetings. All students have free access to the student computer lab. However, most students live off campus and find it much more time and cost effective to work from home. Working effectively from home requires a home computer or a laptop and high-speed Internet access. <i>PC or Mac? This class is taught in a PC computer lab.</i> Mac computers need to be able to “dual boot” and must be able to run a Windows Operating System as Microsoft Office will not run on OSX. We will be using the PC versions of the software in class. However, anyone with a Mac should still be able to do most things. Microsoft Office Suite software is available to download for free through the ASU email website (Office.com) where you will be prompted to download for PC or Mac, and it is expected that you will do this and have the latest version of the <i>Office Suite 2016 or 2019</i>. <i>Office 2019</i> will be provided in the classroom. <i>Operating System: Windows 7, 8, or 10 Home or Professional</i> is preferred over any earlier or later versions of Windows.
Textbook Title, Author, and ISBN:	Digital eBooks: MyEducator Applied Business Computing Concepts (ABCC) MyEducator Prometheus Series: Microsoft Excel and Microsoft Access

	There will be a link provided in the course to sign-up and pay for all digital materials you will need. Students are also expected to read all assigned handouts and online materials as required in this syllabus. Most materials will be freely available through the course website on Canvas.
ASU Sync – Zoom Link	If you are pre-approved to attend the class remotely, please use the following link: https://asu.zoom.us/j/3845854227

Instructional Method	The format for this course will include lecture, discussion, and digital work activities. All activities will be computer-based and include challenging real-world assignments requiring research, problem solving, and in-class hands-on presentation. The course is also supported by online components found in the Canvas learning environment. Students will complete threaded discussions using Canvas.														
Course Expectations	It is assumed that students are here to learn, acquire new knowledge, and develop new skills. Given these assumptions, students are expected to actively engage in-class discussion, online threaded discussion, complete all assignments on time, and demonstrate respect for all members of the class.														
Evaluation and Grading	<table border="0"> <tr> <td>Attendance / Participation (90 points)</td><td style="text-align: right;">7%</td></tr> <tr> <td>Discussion Forum (157 points)</td><td style="text-align: right;">13%</td></tr> <tr> <td>Prometheus: Practice Problems - Excel and Access (273 points)</td><td style="text-align: right;">23%</td></tr> <tr> <td>Prometheus: Test Your Skills – Excel (60 points)</td><td style="text-align: right;">5%</td></tr> <tr> <td>Knowledge Check, Concepts (ABCC) Text (450 points)</td><td style="text-align: right;">38%</td></tr> <tr> <td>Exams: Midterm (4%, 50), Final (10%, 100), Concepts Text</td><td style="text-align: right;">14%</td></tr> <tr> <td>Total (~1,200 points)</td><td style="text-align: right;">100%</td></tr> </table>	Attendance / Participation (90 points)	7%	Discussion Forum (157 points)	13%	Prometheus: Practice Problems - Excel and Access (273 points)	23%	Prometheus: Test Your Skills – Excel (60 points)	5%	Knowledge Check, Concepts (ABCC) Text (450 points)	38%	Exams: Midterm (4%, 50), Final (10%, 100), Concepts Text	14%	Total (~1,200 points)	100%
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Missed Exam Policy	All exam dates are scheduled at the beginning of the semester and included in the course syllabus. Personal travel, work schedules, traffic jams, etc. are not valid reasons for a substitute exam. An alternative exam may be administered prior to a scheduled exam only in cases where travel for university-sanctioned business or function, which cannot be rescheduled, conflicts with an exam date (ACD 304-02). If such plans do interfere with an exam date, it is your responsibility to schedule an alternate exam date prior to the scheduled date. The alternative date must be finalized at least two weeks prior to the scheduled exam date. You must provide documentation from the appropriate university official for an early exam to be scheduled. An alternative exam will not be administered after the original exam date. Alternate exams will cover all of the material included in the regularly scheduled exam. In cases of sudden illness or an unanticipated emergency that prevents you from attending a scheduled exam, the final exam percentage will be substituted for the missed exam. This option may only be exercised once. A second missed exam will be scored as a zero. There are no dropped exams!														
Discussion Forum	There will be 14 threaded discussions assigned during the semester. These discussions will focus on topics discussed in computer concepts during that week, in class. Discussions will take place in your online Canvas course shell. No late postings will be accepted. Always save your work or print a hard copy of what you have done for a backup. Do not start any threaded discussions before the date listed on the “Course Outline.” Follow directions for each exercise carefully. Communicate only important points for responses to questions and use questions as a springboard for discussion among your colleagues. Be sure to connect your ideas to real-life situations. <i>Post initially in response to the topic by Wednesday of each week and then follow up with an additional 2 or more posts by the following Thursday for possible full credit.</i>														

Late Assignment Policy	To receive full credit on assignments you must submit them on time. With a documented excuse, assignments may be submitted up to a week late and receive half credit. No credit will be given for assignments submitted more than a week late or after Sunday, December 8, 11:59 PM. Assignments for which no credit is given may still be accepted by the system and feedback provided to the student. No retakes on missed exams. Due dates will be announced in class if the assignment due date is not provided on the "Course Outline."
Attendance Policy	Attendance at all scheduled class meetings is essential and required. If you miss two (2) or more classes, you may be assigned a failing grade for the course regardless of your current grade in the class. Excused absences will only be given in the case of (1) a university-sanctioned event (ACD 304-02), (2) an illness requiring seeing a physician, or (3) attending to the needs of an ailing family member. You will be required to provide written documentation for any of these situations.
Inappropriate Materials and Communication	Students are expected to choose appropriate materials for all projects and assignments. Inappropriate communication and materials that a reasonable person would find offensive are not permitted. A student who purposely presents and/or communicates offensive materials may be academically withdrawn from the course and may face additional actions.
Syllabus Change	Careful planning has gone into the design of this course. However, if the instructor needs to make a change(s) to the syllabus during the term, students will be notified in class.
Email Protocol	Please use the following guidelines when submitting emails to my attention. Your subject line should include: A) The class number – CIS 105 B) A word or two that captures the main point of your email I will respond to your email within 24 hours. You may also text or call my cell number, 928.230.8207, anytime for a quicker response.
Student with Special Needs	In accordance with Americans with Disabilities Act, any student in this class who has a documented learning disability will be provided with reasonable accommodations designed to meet his/her needs. Before any such assistance can occur, it is the responsibility of the student to see that documentation is on file with the Lake Havasu campus front office. Please see me as soon as possible to discuss any need for accommodations. Every effort will be made to accommodate students with disabilities. When requesting accommodations for a disability, students should register with the Disability Resource Center (DRC), and then submit appropriate documentation through it. http://www.asu.edu/aad/manuals/ssm/ssm701-01.html

Academic Integrity Academic Dishonesty Statement	Academic Integrity: From the ASU General Catalog: "...the highest standards of academic integrity are expected of all students. Failure to meet these standards may result in suspension or expulsion from the university and other sanctions as specified in the academic integrity policies of the individual colleges. Violations of academic integrity include, but are not limited to cheating, fabrication, tampering, plagiarism, or facilitating such activities..." Read the Academic Integrity Policies from the ASU General Catalog or website extremely carefully. Arizona State University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not acceptable and will not be condoned. Students involved in such activities are subject to serious disciplinary action. Do your own work. The assignment grading software can detect if you have copied all or part of another student's work. Significant penalties may result from submitting another student's work as your own. Plagiarism Statement Plagiarism is the act of stealing or passing as one's own ideas or words of another. Specifically this includes: a) copying the words of another student from examinations, themes, term papers or theses; b) copying the printed words or ideas of a writer without giving credit to the author; 1) failing to cite quotations and borrowed ideas, 2) failing to enclose borrowed language in quotation marks, and 3) failing to put summaries and paraphrases in your own words"; using, borrowing, stealing, presenting or downloading another's ideas/writing and submitting such material as your own work; resubmitting work, in whole or in part, that has been previously submitted in another course without prior permission from the current instructor.
Grading Criteria and Scale:	96 – 100 = A 90 – 95 = A- 87 – 89 = B+ 83 – 86 = B 80 – 82 = B- 77 – 79 = C+ 70 – 76 = C 60 – 69 = D 0 – 59 = E Note: Grades may be checked in the Learning Management System, Canvas.
Other Resources:	Contact Instructor for information on ASU Tutoring and/or to schedule a virtual session, by appointment.

Course Assignments:

Item:	Details:	Points:
Attendance / Participation Introduction Forum (Initial) Discussion Forum (Weekly)	On-Ground attendance/participation is worth 6 points per class period and will include some element of “participation”; sharing in the class and/or working together in a group. Introduction Forum is mandatory and is worth 4 points, and is due by Thursday, January 20th midnight. Weekly Discussion Forum points, 12 points per weekly forum including initial post and at least two responses to other students, awarded per week for participation and a reasonable amount of attendance in the threaded discussions. Points will be awarded based on a minimum of three posts per week, one initial post on the topic and two in response to other student’s posts. Posts will be awarded up to 3 points each based on quality of post, length, subject matter, and timeliness. Initial post is due by Wednesday of each week with remaining posts due by Thursday midnight each week for possible full credit. There are no make-up points for discussion posts past the due date.	Attendance (in-class) 6 Points/per day Introduction Forum: 4 Points Discussion Forum 12 Points/week Total Points: 244 Percentage: ~26%
Prometheus: Excel/Access - Practice Problems	Complete Practice Problems assignments (39) in Excel and Access as assigned on the syllabus using the Prometheus digital resources. Each assignment, i.e., 7.2, 9.1, etc. are worth 7 points each (some may have more than others)	Module: 8 Points Total Points: 312 Percentage: ~32%
Prometheus: Excel/Access - Assessments	Complete Assessments assignments (13) in Excel and Access as assigned on the syllabus using the Prometheus digital resources.	Module: 10 Points Total Points: 130 Percentage: 13%
Prometheus: ABCC Text - Knowledge Check	Complete Knowledge Check assignments (18) in the ABCC Concepts book as assigned on the syllabus using the Prometheus digital resources.	Module: 8 Points Total Points: 144 Percentage: ~15%
Exams	Contains questions in Applied Business Computing Concepts (ABCC), Excel, and Access and include materials covered in class, PowerPoint presentations, YouTube video’s, and other web links within Canvas. Exams consist of multiple choice, true-false, and fill-in-the-blank questions. One Midterm and one Final (comprehensive). Both may include any or all material presented in the texts, links, lectures, and any other course materials!	Midterm Exams: 80 points Final Exam: 60 Points Total Points: 140 Percentage: 14%

Total Points	See Late Assignment Policy above. No work will be accepted after Friday, April 29 th , last day of classes. Final Exams held May 2-7, as posted, to be announced.	Total: 1,000 Points
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Course Schedule:

The following schedule is subject to change at the instructor's discretion to better accommodate student learning, course outcomes, and course flow. Changes will be announced promptly but may occur without prior notice.

Session	Required Reading/Assignments/Tests
Week One: 1/14-1/20	CIS105 is a Carbon Zero Class! Review syllabus, including assignments/due dates. First Day Explanations and Expectations of CIS105 - Computer Applications and Information Technology Complete Introduction Discussion Thread by Thursday, August 26th. In-Class, Hands-On Lecture: Complete Windows Extra Credit (optional, 5 points Extra Credit added to attendance grade). In-Class, Hands-On Lecture: Creating a Personal Budget in Excel. Applied Business Computing Concepts: Chapters 1-Business Information Systems and 2-Computer Hardware. Topics include the following: 1.1 Everything Changes, 1.2 Business Information Technology; 2.1 Business Computing Hardware, 2.2 Inside the Box, 2.3 The System Unit, 2.4 Microcomputer Configurations, 2.5 Expansion Slots and Cards, 2.6 Input and Output Devices, 2.7 Output Devices. Applications Lab (found each week under the Assignments tab): Excel Basics - Prometheus Series: Microsoft Excel Topics 1.1 Getting Started with Excel, 1.2 Cells and Worksheets, 1.3 Practice Working with Cells and Worksheets, 1.4 Formatting Cells and Sheets, 1.5 Practice Working with Formatting, 1.6 Sorting and Filtering, 1.7 Practice Working with Sorting and Filtering, 1.8 Test Your Skills: Excel Basics. Complete Knowledge Check 1.3 Business Information Systems and 2.8 Computer Hardware for MyEducator ABCC for Chapters 1 and 2. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 1. Complete Weekly Discussion Thread – <i>Digital Systems</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 1/20/22
Week Two: 1/21-1/27	In-Class, Hands-On Lecture: Using Advanced Functions in Excel - Creating a Teachers Gradebook in Excel using VLOOKUP. Applied Business Computing Concepts: Chapter 3-Operating Systems. Topics include the following: 3.1 Overview, 3.2 Operating Systems, 3.3 Understanding

<i>Week Two cont.</i>	Operating Systems, 3.4 Processes/Multitasking, 3.5 Memory Management and Storage, 3.6 Disk Management, 3.7 File Management, 3.8 Networking, 3.9 Device Drivers, 3.10 Graphical User Interface, 3.11 Embedded Operating Systems, 3.12 Microsoft Windows versus Mac OS, 3.13 Major Operating Systems, 3.14 Open-Source Software Applications Lab: Formulas and Functions - Prometheus Series: Microsoft Excel Topics 2.1 References and Calculations, 2.2 Practice Working with Formulas, 2.3 Summary Statistics Functions, 2.4 Practice Working with Basic Statistical Functions, 2.5 Financial Functions, 2.6 Practice Working with Financial Functions, 2.7 Formula Auditing, 2.8. Practice Working with Troubleshooting Features, 2.9 Test Your Skills: Formulas and Functions. Complete Knowledge Check 3.15 Operating Systems for MyEducator ABCC for Chapter 3. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 2. Complete Weekly Discussion Thread – <i>Hardware, Input/Output Devices</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 1/27/22
Week Three: 1/28 – 2/3	In-Class, Hands-On Lecture: Using Financial Functions in Excel - Exploring Payments and Future Values Applied Business Computing Concepts: Chapter 4-System Software. Topics include the following: 4.1 Overview, 4.2 System Software, 4.3 Starting the Computer, 4.4 Virtual Memory, 4.5 Device Drivers, 4.6 Interfacing and Utilities, 4.7 File Management Systems, 4.8 System Software Utilities, 4.9 Antivirus Utilities, 4.10 System Updates. Applications Lab: Logic and Reference Functions - Prometheus Series: Microsoft Excel Topics 3.1 Boolean Functions, 3.2 Practice Working with Boolean Functions, 3.3 The “IF” Function, 3.4 Practice Working with the “IF” Function, 3.5 Conditional Functions, 3.6 Practice Using Conditional Functions, 3.7 Reference Functions, 3.8 Practice Working with Reference Functions, 3.9 Test Your Skills: Logic and Reference Functions. Complete Knowledge Check 4.11 System Software for MyEducator ABCC for Chapter 4. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 3. Complete Weekly Discussion Thread – <i>Operating Systems</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 2/3/22
Week Four: 2/4 – 2/10	In-Class, Hands-On Lecture: Managing Payroll in Excel. Applied Business Computing Concepts: Chapter 5-Application Software. Topics include the following: 5.1 Application Software, 5.2 Business Computing

<i>Week Four cont.</i>	Software, 5.3 Word Processing Software, 5.4 Spreadsheet Software, 5.5 Database Software, 5.6 Presentation Software. Applications Lab: Date, Time, and Text Functions - Prometheus Series: Microsoft Excel Topics 4.1 Date and Time Functions, 4.2 Practice Working with Dates and Times, 4.3 Text Functions, 4.4 Practice Working with Text Functions, 4.5 Test Your Skills: Date, Time, and Text Functions. Complete Knowledge Check 5.7 Application Software for MyEducator ABCC for Chapter 5. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 4. Complete Weekly Discussion Thread – <i>Hardware/Software, The Dream System</i>. Three 3 posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 2/10/22
Week Five: 2/11 – 2/17	In-Class, Hands-On Lecture: Using Charts and Graphs to Represent Business Activity Applied Business Computing Concepts: Chapter 6-Storage Systems. Topics include the following: 6.1 Business Options, 6.2 Data Storage, 6.3 Physical Storage Characteristics, 6.4 Characteristics of Storage Media, 6.5 Business Storage Strategies. Applications Lab: Charting - Prometheus Series: Microsoft Excel Topics 5.1 The Charting Environment, 5.2 Column Charts, 5.3 Practice Working with Column Charts, 5.4 Stacked Column Charts, 5.5 Practice Working with Stacked Column Charts, 5.6 Pie Charts, 5.7 Practice Working with Pie Charts, 5.8 Line Charts, 5.9 Practice Working with Line Charts, 5.10 Test Your Skills: Test Your Skills: Charting. Complete Knowledge Check 6.6 Storage Systems for MyEducator ABCC for Chapter 6. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 5. Complete Weekly Discussion Thread – <i>System Utilities</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 2/17/22
Week Six: 2/18 – 2/24	In-Class, Hands-On Lecture: Using Programming Features in Excel, What-If Analysis. Applied Business Computing Concepts: Chapters 7-Computer Networks and 8-Internet. Topics include the following: 7.1 Networks, 7.2 Building a Computer Network, 7.3 Network Operating Systems, 7.4 Network Topology, 7.5 Types of Computer Networks, 7.6 Network Security; 8.1 Internet History, 8.2 Internet and World Wide Web Structure, 8.3 Internet Address, 8.4 Websites, 8.5 Browsers, 8.6 Internet Service Providers (ISP), 8.7 Search Engines, 8.8 E-Commerce, 8.9 Internet Security, 8.10 Email, 8.11 Social Engineering, 8.12 Voice Over Internet Protocol (VoIP), 8.13 Intranets, 8.14 The Internet of Things (IoT).

<i>Week Six cont.</i>	Applications Lab: Modeling Basics - Prometheus Series: Microsoft Topics 6.1 Building Spreadsheet Models, 6.2 Practice Working with Spreadsheet Models, 6.3 Analyzing Spreadsheet Models Using What-If Analysis, 6.4 Practice Working with What-If Analysis, 6.5 Test Your Skills: Modeling Basics. Complete Knowledge Check 7.7 Computer Networks and 8.15 Internet for MyEducator ABCC for Chapters 7 and 8. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 6. Complete Weekly Discussion Thread – <i>Networking</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 2/24/22
Week Seven: 2/25 – 3/3	In-Class, Hands-On Lecture: Using Multiple Worksheets and Workbooks in Excel. Applied Business Computing Concepts: Chapter 9-Database Management Systems. 9.1 Database Definition, 9.2 Database Structure, 9.3 Business Database Advantages, 9.4 Structured Query Language, 9.5 Business Database Scenario and Implications, 9.6 Business Database Scenario Advantages, 9.7 Business Database Scenario Disadvantages, 9.8 . Applications Lab: Advanced Modeling - Prometheus Series: Microsoft Excel and Access Topics 7.1 Using Multiple Worksheets and Named Ranges, 7.2 Practice Working with Multiple Worksheets and Named Ranges, 7.3 Working with Circular References in Excel, 7.4 Practice Working with Circular References, 7.5 Test your Skills: Advanced Modeling. Complete Knowledge Check 9.8 Data Management Systems for MyEducator ABCC for Chapter 9. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 7. Complete Weekly Discussion Thread – <i>Databases you've used</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 3/3/22
Week Eight: 3/4 – 3/17 <i>Spring Break, Sunday, March 5 – Sunday, March 12</i>	In-Class, Hands-On Lecture: Using Statistical Functions in Excel. Applied Business Computing Concepts: Chapter 10-Computer Security. Topics include the following: 10.1 Risk Management, 10.2 System Security and Computer Privacy, 10.3 Malware Threats, 10.4 Malware Solutions, 10.5 Internet Fraud, 10.6 Computer Privacy, 10.7 Identity Theft, 10.8 Applications Lab: Statistics - Prometheus Series: Microsoft Excel and Access Topics 8.1 Determining Model Inputs, 8.2 Practice Working with Statistics, 8.3 Test Your Skills: Statistics. Complete Knowledge Check 10.8 Computer Security for MyEducator ABCC for Chapter 10. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 8.

<i>Week Eight cont.</i>	Midterm Exam One – Chapters 1-9 in Concepts Text, take-home, due 3/4/22, midnight, use as Final Exam Study Guide. Complete Weekly Discussion Thread – <i>Websites, Blogs, and Email Lists</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Extra Credit Opportunity: Internet Scavenger Hunt-directions found in Week Eight. Due (unless otherwise noted): 3/17/22
Week Nine: 3/18 – 3/24	Using Excel like a Database – Pivot Tables. Applied Business Computing Concepts: Chapter 11-Cloud Computing. Topics include the following: 11.1 What is Cloud Computing, 11.2 Cloud Drives, 11.3 Infrastructure as a Service (IaaS), 11.4 Storage as a Service, 11.5 Software as a Service, 11.6 Platform as a Service. Applications Lab: Analyzing Data with PivotTables - Prometheus Series: Microsoft Excel Topics 9.1 PivotTables, 9.2 Practice Working with PivotTables, 9.3 Test Your Skills: PivotTables. Complete Knowledge Check 11.7 Cloud Computing for MyEducator ABCC for Chapter 11. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access for Chapter 9. Complete Weekly Discussion Thread – <i>Cloud Computing (do you use it?)</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 3/24/22
Week Ten: 3/25 – 3/31	In-Class, Hands-On Lecture: Installing Add-On’s and using Solver in Excel. Applied Business Computing Concepts: Chapter 12-Information Systems in Business. Topics include the following: 12.1 Business Functions, 12.2 The Accounting Department, 12.3 The Human Resources Department, 12.4 The Marketing Department, 12.5 The Research and Development (R&D) Department, 12.6 The Production Department, 12.7 Information Systems Collaboration. Applications Lab: Optimization Analysis - Prometheus Series: Microsoft Excel Topics 10.1 Building Optimization Models, 10.2 Using Solver for Optimization, 10.3 Solver Practice Problems, 10.4 Test Your Skills: Solver. Complete Knowledge Check 12.8 Information Systems in Business for MyEducator ABCC for Chapter 12. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access for Chapter 10. Complete Weekly Discussion Thread - <i>What types of systems have you worked in, developed, or were you trained in...</i> Three posts per week, initial post by Wednesday followed up by two additional responses to other students’ posts by Thursday of each week. Due (unless otherwise noted): 3/31/22

Week Eleven: 4/1 – 4/7	In-Class, Hands-On Lecture: Using Microsoft Access – Creating Tables and Relationships in Design View. Applied Business Computing Concepts: Chapters 13-Business System Reporting and 14-Business Intelligence. Topics include the following: 13.1 Business System Reporting; 14.1 Goals, Objectives, and KPI's, 14.2 Business Intelligence at Work, 14.3 How Did We Get Here?, 14.4 Three Types of Data, 14.5 The Four V's of Big Data, 14.6 How to Store and Manage Data, 14.7 Extract, Transform, and Load, 14.8 Hadoop, 14.9 Analyzing Big Data, 14.10 Data Visualization. Applications Lab: Designing and Building a Database - Prometheus Series: Microsoft Access Topics 11.1 The Database Approach, 11.2 Elements of a Database, 11.3 Designing a Database, 11.4 Practice Designing Database Tables, 11.5 Using Airtable, 11.6 Practice Working with Airtable, 11.7 Designing and Building a Database Assessment. Complete Knowledge Check 13.2 Business System Reporting and 14.11 Business Intelligence for MyEducator ABCC for Chapters 13 and 14. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 11. Complete Weekly Discussion Thread – <i>Information Systems</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 4/7/22
Week Twelve: 4/8 – 4/14	In-Class, Hands-On Lecture: Using Queries (Questions) in Access for Decision Making. Applied Business Computing Concepts: Chapter 15-Business Website Alternatives. Topics include the following: 15.1 Business Website Alternatives, 15.2 Website Technology, 15.3 Hypertext Markup Language (HTML), 15.4 Website Categories and Styles, 15.5 Types of Websites, 15.6 Website Online Software, 15.7 Online Advertising. <i>Any and all previously due work accepted this week, all weeks/modules are open now!</i> Complete Knowledge Check 15.8 Business Websites for MyEducator ABCC for Chapter 15. <i>Continue to work on</i> Practice Problems in MyEducator Excel/Access, Chapter 11. Complete Weekly Discussion Thread – <i>Databases</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 4/14/22
Week Thirteen: 4/15 – 4/21	In-Class, Hands-On Lecture: <i>Creating Database Objects and writing basic queries using Structured Query Language (SQL)</i> Applied Business Computing Concepts: Chapter 16-The Beginning. Topics include the following: 16.1 The Beginning 16.2 Building a Mobile App, 16.3 Mobile App Monetization and Marketing, 16.4 Creating a Mockup of Your Mobile App, 16.5 Launch, Revise, Repeat.

<i>Week Thirteen cont.</i>	Applications Lab: Designing and Building a Database - Prometheus Series: Microsoft Access Topics 12.1 Data Independence, 12.2 What is SQL, 12.3 The SELECT clause of the SQL Statement, 12.4 SELECT Clause Practice, 12.5 Distinct Keyword Practice, 12.6 The Order By Clause, 12.7 Order By Clause Practice, 12.8 Limit Options, 12.9 Limit Practice, 12.10 Introduction to SQL Assessment Complete Knowledge Check 16.6 Mobile Applications for MyEducator ABCC for Chapter 16. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 12. Complete Weekly Discussion Thread – <i>Programming</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 4/21/22
Week Fourteen: 4/22 – 4/28	In-Class, Hands-On Lecture: <i>Writing advanced queries and joins in SQL and creating and formatting Forms and Reports in Access.</i> Midterm Exam Two – Chapters 10-18 in Concepts Text, take-home, due 4/22/22, midnight, use as Final Exam Study Guide. Applied Business Computing Concepts: Chapters 17-Information Technology Careers and 18-Green Business Computing. Topics include the following: 17.1 Information Technology Careers, 17.2 Business Information Technology Perception, 17.3 Information Technology Positions, 17.4 Knowing the Business, 17.5 Enterprise Resource Planning (ERP), 17.6 Unified Modeling Language, 17.7 System Development Methodologies; 18.1 Green Business Computing, 18.2 Information Technology Challenges and Opportunities, 18.3 EPEAT: Electronic Product Environmental Assessment Tool, 18.4 Energy Star Specifications, 18.5 The Green PC, 18.6 Green Computing Business Plan. Applications Lab: Designing and Building a Database - Prometheus Series: Microsoft Access Topics 13.1 What is the WHERE Clause, 13.2 Comparison Operators, 13.3 WHERE Clause Practice, 13.4 Working with Null Values, 13.5 WHERE Clauses with Null Values Practice, 13.6 Compound WHERE Clauses, 13.7 Working with Date Field in a WHERE Clause, 13.8 Compound WHERE Clause Practice, 13.9 Wildcards, 13.10 Wildcards in the WHERE Clause Practice, 13.11 WHERE Clause Assessment. Complete Knowledge Checks 17.8 Information Technology Careers; 18.7 Green Business Computing for MyEducator ABCC for Chapters 17 and 18. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 13. Complete Weekly Discussion Thread – <i>Recap of the Course</i>. Three posts per week, initial post by Wednesday followed up by two additional responses to other students' posts by Thursday of each week. Due (unless otherwise noted): 4/28/22

Week Fifteen: 4/29 (only) <i>Open Early, Monday, 4/25, to be able to meet April 29th deadline, end of term!</i>	Applied Business Computing Concepts: Chapter 19-Paradigm Shifts: 19.1 Paradigm Shifts. Applications Lab: Designing and Building a Database - Prometheus Series: Microsoft Access Topics 14.1 What is a Join?, 14.2 Joining Tables Practice, 14.3 Joining Three or More Tables, 14.4 Joining Three or More Tables Practice, 14.5 Using Fields from Different Joined Tables in the Same WHERE Clauses, 14.6 Queries with Join and WHERE Practice, 14.7 Joining Tables Assessment. Complete Practice Problems and Test Your Skills in MyEducator Excel/Access, for Chapter 14. Final Exam, due date to be announced (tba) in class – Topics to be covered include Applied Business Computing Concepts, Chapters 1-19, and other materials in the course. Complete Weekly Discussion Thread – <i>In what positions in the future do you see yourself using these skills?</i> Three posts per week, <i>all posts must be completed by Friday, April 29th for credit.</i> Due 4/29/22 (last day of class) Final Exams May 2-7, as posted, to be announced
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