

I. COURSE DESCRIPTION :

In this course students will learn the basic to intermediate features of Microsoft Excel. Students will learn to develop sophisticated spreadsheet applications involving formulas and statistical charting.

A major component of this course will be to focus on database technologies. Students will learn database concepts in order to develop complex database systems . Students will be introduced to system design, table structures, forms, queries and reports in order to develop database applications.

In addition students will be introduced to the basic SQL structure to generate queries from standard database applications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of the course the student will demonstrate the ability to:

1 . Demonstrate an understanding of spreadsheet concepts, terminology and screen layouts.

Potential elements of the performance:

- Learn the basic structure of a spreadsheet – rows, columns, cells
- Learn why spreadsheet applications are used.
- Learn to use screen menus, options and toolbars
- Learn formatting concepts and formulas

2 Demonstrate an understanding of how to use formulas and perform calculations

Potential elements of performance:

- Starting Excel
- Working with text in cells
- Working with numbers and formulas
- Using Formula Functions
- Copy cell contents
- Understand and use AUTOFORMAT
- Saving and Printing a spreadsheet
- Inserting Sheets, columns and rows
- Consolidating spreadsheets
- Absolute and relative addressing
- Database concepts and filtering

3 . Demonstrate and understanding of how to create and edit charts

Potential elements of performance:

- Learn terminology and chart concepts
- Learn how to represent data with different chart types
- Create a Pie, Column and Bar chart
- Edit and make changes to charts
- Create charts on separate spreadsheet

4 Demonstrate an understanding of database concepts, applications and terminology.

Potential elements of performance

- Learn what a database is comprised of and how used
- Understand keys, records, fields
- Understand Indexing concepts
- Define and use Single and Relational database
- Review screen layouts and toolbars
- Differentiate between a table and a database
- Define Forms, Queries and Reports

5 Demonstrate an understanding of how to create and maintain tables, generate reports, forms and queries.

Potential elements of performance

- Learn database structure and setup
- Create and save tables
- Add, Delete, Change records in a table
- Linking Tables and Referential Integrity
- Creating Forms for data entry
- Create and run queries
- Create and run Parameter Queries
- Compound Queries and Sorting Data
- Setting Validation Rules
- Understand and use various field types
- Create and use Update Queries
- Create and use Index files
- Generate custom reports from tables and queries
- Adding images to records and using OLE
- Create and Use Sub forms
- Create and Use Macros
- Student Project – design a complete database application

6 Demonstrate an understanding of basic SQL commands

Potential elements of performance

- Define SQL
- Using SQL with Access
- Create SQL standard Queries
- Using Multiple Tables
- Update, Delete and Change records
- Perform calculations using SQL
- Using SQL to Sort records
- Using “IF” and “OR” SQL queries.
- Student project

III. TOPICS

1. Basic Spreadsheet Concepts
2. Using calculations and formulas
3. Create and Edit Charts
4. Introduction to Database Concepts
5. Working with tables, forms, queries and reports
6. Basic SQL command structure

IV. REQUIRED STUDENT RESOURCES/TEXTS/MATERIALS

Internet /Intranet Web Page Resources
Instructor Samples and Handouts

V EVALUATION PROCESS/GRADING SYSTEM :

Excel **Note ! Late Assignments will not be Accepted**

3 Assignments @ 5%	15%
1 Test @ 20%	20%

Access **Note ! Late Assignments will not be Accepted**

4 assignments @ 5%	20%
1 Test @ 20%	20%
1 Project @ 15%	15%

SQL **Note ! Late Assignments will not be Accepted**

1 Assignments @ 5%	5%
1 Test @ 5%	5%

TOTAL 100%

Micro Computer Applications
COURSE NAME

CSA101
COURSE CODE

At least 80% attendance required in the labs and lectures.

- Students must complete and pass both the test, assignment and project portion of the course in order to pass the entire course.
- All Assignments must be completed satisfactorily to complete the course.
- Late assignments will not be accepted.
- Makeup Tests are at the discretion of the instructor and will be assigned a maximum grade of 60%.

The following semester grades will be assigned to students:

Grade	Definition	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

UPGRADING OF INCOMPLETES:

When a student's course work is incomplete or final grade is below 50% There is the possibility of upgrading to a pass when the student meets all of the following criteria:

- 1 The student 's attendance has been satisfactory.
- 2 An overall average of at least 40% has been achieved by semester's end on tests and practical assignments.
- 3 The student has made reasonable efforts to participate in class and maintain the recommended schedule for assigned activities.

The nature of the upgrading requirements will be determined by the instructor And may involve re-testing and/or additional lab assignments.

ATTENDANCE:

Absenteeism will affect the student's ability to succeed in the course. Absences due to medical or other unavoidable circumstances should be discussed with the instructor. The instructor reserves the right to deduct 1% of the final mark for each class missed up to a maximum of 10%. Poor attendance will also affect the upgrading process if a student receives a mark below 50%.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.