

Eastern Kentucky University
Department of Computer Science
INF 314 – MS Office & Data Analysis

I. COURSE INFORMATION

Course Number (CRN): 16722

Semester: Spring 2014

Credits: 3 credit hours

Course Hours: MW 1:25pm-2:40pm

Course websites: <http://www.myitlab.com> – **Choose Office 2010; screen option on LEFT**

Instructor: Kristen L. King

Office: Wallace 416

Email: kristen.king@eku.edu

Phone: (859) 622-2103

Office Hours: TBA; please email for an appointment

II. COURSE DESCRIPTION

INF 314 MS Office & Data Analysis (3) A. Formerly CSC 314. Prerequisite: “C” or higher in CSC 104, 212, or equivalent. Designing advanced Excel spreadsheets and Access databases to manage data problems with an emphasis on data calculations, data analysis, and organization of data. Credit will not be awarded to students who have credit for CSC 314.

III. REQUIRED TEXT AND MATERIALS

1. **Microsoft Office 2010**

2. **Textbook; two options:**

- **E-book Access Card with MyITLab**

- *The Pearson Custom Program for CSC; CSC 314, MS Office and Data Analysis, Eastern Kentucky University.* Pearson, 2012.

- **Print Textbook with MyITLab**

- *The Pearson Custom Program for CSC; CSC 314, MS Office and Data Analysis, Eastern Kentucky University.* Pearson, 2012.

- **NOTE: If you purchase the e-book and decide you want a print copy later, you may purchase a copy from the publisher for an additional \$35 (approximately).**

IV. STUDENT LEARNING OUTCOMES

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

1. Use advanced Excel functions and data sorting/filtering techniques.
2. Create advanced charts and diagrams in Excel from large workbooks.
3. Evaluate and validate data using the data analysis, solver, and scenario features in Excel.
4. Evaluate data using advanced Access queries, forms, and reports.
5. Use Access to link data with macros, PivotTables, and PivotCharts.
6. Integrate Excel and Access with other applications to better utilize data.

V. COURSE TOPICS

Excel

1. Financial and Lookup functions
2. Managing large workbooks; advanced sort/filter
3. Creating charts, diagrams, and templates
4. Creating PivotChart Reports and Auditing Worksheets
5. Using the Data Analysis, Solver, and Scenario Features
6. Macros and Visual Basic
7. External Data, Database Functions, and Side-by Side Tables

Access

1. Enhancing tables
2. Enhancing queries
3. Customizing forms and reports
4. Creating advanced forms and reports
5. Creating macros, PivotTables, and PivotCharts
6. Integrating Access with other applications
7. Administering databases

VI. COURSE REQUIREMENTS

All assignments and exams are to be completed in a timely manner. In addition to the grading criteria, **to pass the class you must also have a passing ($\geq 70\%$) on both the midterm and the final exam.**

VII. EVALUATION AND GRADING

Grade Components

Training -----	10%
Homework Projects (Live in Application)-----	35%
End of Chapter Skill Exams -----	15%
End of Chapter Quizzes -----	10%
Midterm (Excel) -----	15%
Final Exam (Access) -----	15%

Grading Scale

90-100 -----	A
80-89 -----	B
70-79 -----	C
60-69 -----	D
0-59 -----	F

VIII. DEPARTMENTAL ATTENDANCE POLICY

Attendance will be taken during lecture. Unexcused absences in excess of 10% of the scheduled lecture meetings will result in a one-letter grade reduction for the course. Unexcused absences in excess of 20% of the scheduled lecture/lab meetings will result in a two letter grade reduction for the course. Unexcused absences in excess of 30% of the scheduled lecture meetings will result in a three-letter grade reduction for the course. Students with unusual circumstances should advise the instructor of their situation immediately. Students will be held responsible for all announcements made in class.

IX. CLASSROOM BEHAVIOR & RULES OF CONDUCT

Behavior conducive for learning is expected in the classroom, which means no excessive talking to other students or sleeping. Also, this includes turning off cell phones and other electronic devices while in class. Electronics devices include laptop computers, unless you are using them to take class notes. If you are using them to take notes you need to get permission from the instructor. Anyone who violates this policy may be asked to leave the classroom for that class period.

X. CLASS POLICIES & IMPORTANT DATES

- Every assignment is due at the end of the day (11:59 pm) of the due date. Late assignments will not be accepted. Make-up tests will only be given to those students who have a written doctor's or University excuse. Emergency absences must be discussed with the instructor. **The test and/or homework must be made up within one week or a zero will be recorded.**
 - Students will be provided with their progress in the course at least once prior to the mid-point of the course through EKU Direct (<http://www.eku.edu/online>) and on the MyITLab Course site (log in directly at <http://mylabs.px.pearsoned.com/Pegasus/firmLogin.aspx?s=3>). The mid-term grade will be determined based on the test and assignments due prior to the mid-term. Mid-term grades are due 10/13/13.

- Final exam schedule is available here: <http://colonelscompass.eku.edu/final-exam-schedule-fall-2013>.
Our final exam will be **Monday, December 9th from 10:30 am – 12:30 pm.**
- The last day to drop the course and other important dates can be found here:
<http://colonelscompass.eku.edu/fall-2013-deadlines-adddrop-refunds>
 - Last Day to ADD or DROP a class; last day for 100% refund is 1/21/13.
 - Deadline for online (EKUDirect) **WITHDRAW** from class (no withdraw fee assessed) is 2/10/13.
 - Last Day **WITHDRAW** from class (withdraw fee applies & permission required) is 3/22/13.

VII. ACADEMIC INTEGRITY

Students are advised that EKU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Students are expected to do all assignments independently, unless explicitly told otherwise. The official definitions of cheating and plagiarism can be found in the Academic Integrity policy.

VII. STUDENTS WITH DISABILITIES

A student with a "disability" may be an individual with a physical or mental impairment that substantially limits one or more major life activities such as learning, seeing or hearing. Additionally, pregnancy or a related medical condition that causes a similar substantial limitation may also be considered a disability under the ADA.

If you are registered with the Office of Services for Individuals with Disabilities, please obtain your accommodation letters from the OSID and present them to the course instructor to discuss any academic accommodations you need. If you believe you need accommodation and are not registered with the OSID, please contact the office in the Whitlock Building Room 361 by email at disserv@eku.edu or by telephone at (859) 622-2933. Upon individual request, this syllabus can be made available in an alternative format.

VII. OFFICIAL E-MAIL

An official EKU e-mail is established for each registered student, each faculty member, and each staff member. All university communications sent via e-mail will be sent to this EKU e-mail address.

XIII. ADDITIONAL NOTES

The instructor reserves the right to modify course policies, course schedule, and assignment/ project grade weights and due dates. All students are expected to be responsible users of the computer systems for this course. If you require accommodation based on a disability, please meet with the instructor in the first week of the semester to make sure you are appropriately accommodated.

XIV. COURSE OUTLINE & ASSIGNMENT SHEET

Tentative Course Schedule	
Week	Chapter/Activity/Assignment
1	Course Introduction Review Syllabus; Using MyITLab Excel 2010 Review/Refresher Chapter 1 – Use Financial and Lookup Functions, Define Names, and Validate Data
2	Chapter 1 – Use Financial and Lookup Function, Define Names, and Validate Data Chapter 2 – Managing Large Workbooks and Using Advanced Sorting and Filtering
3	Chapter 2 – Managing Large Workbooks and Using Advanced Sorting and Filtering NO CLASS: Monday, September 2nd – Labor Day
4	Chapter 3 – Creating Charts, Diagrams, and Templates
5	Chapter 4 – Creating PivotTable and PivotChart Reports and Auditing Worksheets
6	Chapter 5 – Using the Data Analysis, Solver, and Scenario Features
7	Chapter 7 – External Data, Database Functions, and Side-by-Side Tables
8	Chapter 8 – Collaborating with Others and Preparing a Workbook for Distribution <p style="text-align: center;"><i>Excel Unit Test – Midterm Exam</i></p>
9	ACCESS 2010 Review/Refresher Chapter 1 – Enhancing Tables NO CLASS: Monday, October 14th – Tuesday, October 15th – Fall Break
10	Chapter 2 – Enhancing Queries
11	Chapter 3 – Customizing Forms and Reports
12	Chapter 4 – Creating Advanced Forms and Reports
13	Chapter 5 – Creating Macros, PivotTables, and PivotCharts
14	Chapter 6 – Integrating Access with Other Applications
15	Chapter 8 – Administering Databases NO CLASS: Wednesday, November 27th – Friday November 29th – Thanksgiving
16	Chapter 8 – Administering Databases Review for Final Exam
17	<i>Access Unit Test – Final Exam</i>