



**Tasks & Time Allocation for this 3-Credit Hour Course:**

<b>Tasks</b>	<b>Approximate Time*</b>
Participating in the scheduled in-class hours	One 160 minute contact hours each week (required)
Completing textbook readings and accessing additional resources identified by the instructor	Approx. 2 hours per week = 30 hours over the term
Completing graded homework assignments (i.e. Chapter Tutorial Projects 1A, 1B and end-of-chapter Project 1D)	Approx. 4 hours per week = 60 hours over the term

\*Though each student's actual allocation of time to specific out-of-class activities will vary, he/she should anticipate that the overall time commitment, in class and out of class, will be necessary for successful completion of this course.

**REQUIRED MEDIA:**

Text: **GO! With Microsoft Office 2010 Volume 1, ISBN-13: 978-0-13-245413-1, Prentice Hall / Pearson Education, Inc.**

Software: Microsoft Windows; Microsoft Office 2010; Internet Explorer 7. Instructor will provide information on how to use these packages.

**ASSESSMENTS:**

**Diagnostic Assessment:** There will be a diagnostic at the beginning of the first class of the semester. This is used to assess student's general knowledge in order to help determine the pace and scope of the course. It is not part of the final grading process.

**Authentic Assignments:** Several quizzes and exams will be given throughout the semester (refer to the Tracking Calendar presented later in this document for exact scheduled dates for these assessments). In addition, chapter readings will be assigned weekly. All assignments are due at the beginning of class on the date due (see tracking calendar later in this document). Late submission of assignments will be assessed a penalty. The penalties are as follows:

- 1 week late                      Maximum grade of 90% of the points assigned
- 2 weeks late                     Maximum grade of 75% of the points assigned
- 3 weeks late                      Maximum grade of 50% of the points assigned
- More than 3 weeks late        Worth ZERO points

**Quizzes:** Two quizzes (one covering MS Excel and one covering MS Access ) will be given to help ensure students stay up with assigned material.

**Exams:** Two exams will be given. A midterm exam will cover MS Excel and the final exam will cover mostly MS Access (plus some previous material).

**Grading:**

1. Participation	10%
2. Quizzes/Exams	50%
3. Completed Chapter Tutorials and Projects	<u>40%</u>
	100%

## **MAKE-UP POLICY:**

**Missed Classes:** The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor via email. Missed exams cannot be made up under any circumstances but with good cause and adequate notice, an early or makeup exam may be given.

**USE OF TECHNOLOGY:** All final drafts of graded homework assignments must be computer generated. Students do not need a computer at home to fully participate in computer activities, however, it is recommended. The computers in the computer labs and the library will be available for student use.

## **LIFELONG LEARNING AND INFORMATION LITERACY:**

- **Information Literacy** – Advanced Information Technology requires access and use of various electronic databases and the World Wide Web to obtain scholarly information needed for this course.
- **Relational Learning** - Assignments and assessments in this course will allow you to use topics from your life experiences and personal interests.
- **Metacognition** - Assignments such as the end-of-chapter labs will provide you with an opportunity to reflect on your life, work experience, and career. This will give you a chance to think about what you would do differently in the situations described. Develop awareness of one's thinking processes and employ multiple cognitive strategies to analyze and solve problems
- **Community and Career** – Students will have the opportunity during the course to embrace the many opportunities in related fields that are available to them. Guest speakers and special events may also be scheduled to further enhance the students' education and career awareness.
- Empower and adapt yourself for the future by being a continuous learner
- Define what you learn today as the foundation for greater future knowledge and skills

**CRITICAL WORKPLACE COMPETENCIES:** Students will demonstrate growth in principles of professional readiness. Through class discussions, and interactions with classmates and the instructor, students will

- Communicate with respect and accept the viewpoints of others
- Have a positive attitude and seek positive solutions
- Be open to new learning opportunities and be responsible for their actions
- Be committed to doing their best and achieving their goals
- Seek to gain a better understanding of themselves and others
- Conduct themselves with integrity, self-respect and be self-aware

**ATTENDANCE POLICY:** Regular class attendance is necessary to receive the maximum benefit from this course as well as to develop the professional work habits that are highly valued in the business community. Attendance at every class meeting is required; if a Student must be absent, he or she will be held accountable for class work and due dates missed. Students who arrive on time and schedule outside appointments at times other than class time will be able to maximize the benefits of this course.

***Students are required to sign the attendance sheet at each class meeting.***

**STUDENT PORTFOLIO:** An important aspect of a Bryant & Stratton College education is participation in the Portfolio Process. Students identify work(s) produced in each course that allow them to demonstrate, reflect on, and speak to the acquired knowledge, skills, and behaviors that will benefit them and their future employers.

#### **CLASSROOM ETIQUETTE:**

It is expected that all members of the class will contribute to a positive and active environment for learning. Students are asked to keep the distraction of private conversations to a minimum and to turn off all cell phones, personal pagers, and recording devices while class is in session.

During class time we will also focus on your Professional growth. Components of becoming Professionally Ready include; acting in a **Responsible** manner, being **Respectful** to others in your communications, maintaining a **Positive** attitude and seeking positive solutions, being **Committed** to your goals, seeking an **Understanding** of yourself and others, and being **Self-Aware** by conducting yourself with integrity and self-respect.

***Food and drink should not be brought into the classroom.***

**STUDENT SUPPORT SERVICES (SSS) TIME:** Specific blocks of time are set aside in the morning, afternoon, and evening when both students and instructors are available. At these times students will have the opportunity to work individually or in groups in labs, classrooms, and the library with the guidance of the instructors. Students may avail themselves of the services of any of the persons/resources on campus that would make them successful.

#### **RESOURCES:**

The libraries (both campus-based and virtual) will be valuable sources for research (books, periodicals, web-based resources). The campus librarian(s) and the online 24/7 reference librarians will be invaluable resources for research help. Students also have access to SMARTHINKING, a resource that offers live online tutoring and writing lab.

Additionally, the Learning Center on campus is a valuable source for both face-to-face and computer-aided tutoring in a number of specific areas that can impact success in this course.

**CLASS WEBPAGE:** [www.albany.edu/~rpc/inft110](http://www.albany.edu/~rpc/inft110)

For each chapter in the textbook you will be provided with a Powerpoint presentation that includes all the important topics for testing/homework purposes with respect to that chapter. Each of these presentations is available by pointing your web browser to the URL shown above and then clicking on the specific presentation you wish to view/study as assigned in the tracking calendar on the next two pages. Additionally, this webpage contains a link to a sample database called PREMIERE PRODUCTS which will be used during the MSACCESS portion of the class. Also found on the webpage are links to files that are needed to be used in order to complete the course exams.

#### **COURSE RELATED FILES/WORKBOOKS/DATABASES:**

Any and all files you will need to use for the chapter tutorials or the end-of-chapter projects can be found either on the CDROM that came with the course textbook or in a folder stored on the Bryant and Stratton server ([\\nas\inft1](http://\\nas\inft1)).

These files are required in order to complete your homework assignments. You may wish to store these files on both your Bryant & Stratton "J:" drive as well as your flash drive so you can use these files while at school or from home.

## Tracking Calendar

COURSE: **INFT110**

INSTRUCTOR: **Ray Coco**

TERM: **Winter 2012**

DAYS/TIME: **Thursdays / 6:00 - 9:30pm**

WEEK	CONTENT: TOPICS	COURSE OUTCOMES <small>Numbers from page 1</small>	METHODOLOGY [teaching & learning activities]	ASSIGNMENTS / ASSESSMENTS	DUE Date
WEEK 1 1/12	1. Course Introduction and Syllabus Review 2. Managing course files 3. Email review (attachments) 4. Introduce MSEXCEL	1,2	1. Retrieve course files from server and store on both J: and flash drive 2. Practice sending email attachments (for homework assignment submission)		
WEEK 2 1/19	Start EXCEL Chapter 1  <i>Creating a worksheet</i>	1,2,3,4	1. View Excel PPT 1 lecture material	Project 1A	1/26
WEEK 3 1/26	Complete EXCEL Chapter 1  <i>Charting data</i>	1,2,3,4	1. View Excel PPT 2a lecture material	Project 1B  Project 1E	2/2
WEEK 4 2/2	Start EXCEL Chapter 2  <i>Creating Tables</i>	1,2,3,4	1. View Excel PPT 2b lecture material	Project 2A	2/9
WEEK 5 2/9	EXCEL Chapter 2 (con'd)  <i>Managing workbook</i>	1,2,3,4		Project 2B  Project 2E	2/16
WEEK 6 2/16	Complete EXCEL Chapter 2  <i>Line charts</i>	1,2,3,4	1. View Excel PPT 3 lecture material	Project 3A	2/23
WEEK 7 2/23	** Exam on Excel Chaps 1&2	1,2,3,4			3/1

### Tracking Calendar (con'd)

WEEK 8 3/1	Start Chapter 3 <i>What-If Analysis</i>	1,2,3,4		Project 3B	3/15
WEEK 9 3/8	Complete Chapter 3	1,2,5,6			
WEEK10 3/15	*Excel Quiz on Chapter 3 Start ACCESS Chapter 1 <i>Build and modify Tables</i>	1,2,5,6	1. View Access PPT 1 lecture material	Project 1A	3/22
WEEK11 3/22	Complete Chap 1 Access Start Access Chapter 2 <i>Sort and Query a database</i>	1,2,5,6	1. View Access PPT 2 lecture material	Project 1B	3/29
WEEK12 3/29	**Exam on Access Chapter 1 and Part A of Chapter 2	1,2,5,6		Project 2A	4/5
WEEK13 4/5	Complete ACCESS Chapter 2 <i>Import data from MExcel</i> Start ACCESS Chapter 3 <i>Filters, Sort</i>	1,2,5,6	1. View Access PPT 3 lecture material	Project 2B	4/12
WEEK14 4/12	Complete ACCESS Chapter 3 <i>Forms, Reports</i>	1,2,5,6		Project 3A	4/19
WEEK15 4/19	** COURSE FINAL EXAM On all MSACCESS course material – mostly Chapter 2 PartB and Chap. 3	1,2,3,4,5,6		Complete any and all unfinished Projects	