

Course Syllabus

 **Edit**

CGS2100: Intro to Microcomputer Applications for Business; Section RVC

Instructor Information Table



Instructor Information

- **Email:** jweiss@cs.fiu.edu
(<mailto:jweiss@cs.fiu.edu>)
- **Phone:** (305) 348-2744
- **Office:** ECS 343 (MMC)
- **Office Hours:** By appointment
- **Website:** [Jill Weiss Website](https://users.cs.fiu.edu/~jweiss/)
(<https://users.cs.fiu.edu/~jweiss/>)

Course Time Zone | Eastern Standard Time (EST). Course due dates are according to this time zone.

General Information

Course Description and Purpose

A hands-on study of microcomputer software applications such as: electronic spreadsheets and database management systems.

Course Objectives

Students will be able to:

1. Master Using Excel to Manage Data and Working with Formulas and Functions
2. Master Developing a Professional-Looking Worksheet and Working with Charts and Graphics
3. Master Working with Multiple Worksheets and Workbooks
4. Master Developing an Excel Application

5. Master Introduction to Microsoft Access 2013 and Creating and Maintaining a Database
6. Master Querying a Database and Creating Forms and Reports
7. Master Enhancing a Table's Design, and Creating Advanced Queries
8. Master Creating Custom Reports

Important Information

Policies

Please review the **policies page** (<http://online.fiu.edu/html/canvas/policies/>) as it contains essential information regarding guidelines relevant to all courses at FIU and additional information on the standards for acceptable netiquette important for online courses.

If you encounter any technical issues in this course, please contact Student Support Services first. You can find all contact information for Support Services on the left hand side of the course under the "Technical Support" tab. They are best equipped to help you resolve any technical problems within the course. Please do not contact the professor about these issues until you have a ticket number from Support Services and feel that the issue is still not resolved.

Policy on Make-Up Exams:

Makeup exams will **not** be given as **quiz** windows open on Wednesday and close following Tuesday. Exams run Sunday 10am to Saturday 10pm.

There will be no make-ups allowed for Quizzes as you already dropping your two lowest scores.

Technical Requirements and Skills

One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy we mean being able to manage and organize computer files efficiently, and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course; but students enrolled in online courses are expected to have moderate proficiency using a computer. Please go to the "**What's Required** (<https://fiuonline.fiu.edu/experience/what-is-required.php>)" webpage to find out more information on this subject.

Privacy Policy Statements for Partners and Vendors

- [Canvas](https://www.instructure.com/policies/privacy) (<https://www.instructure.com/policies/privacy>)
- [ProctorU](https://www.proctoru.com/privacy-policy) (<https://www.proctoru.com/privacy-policy>)

Please visit our [Technical Requirements](https://online.fiu.edu/html/canvas/mastertemplate/technical-requirements/) (<https://online.fiu.edu/html/canvas/mastertemplate/technical-requirements/>) webpage for additional information.

NOTE: Although this is a Windows-based course, you can still successfully complete it even if you are a Mac user. You will be able to use your Mac to take the multiple-choice exams. You will be need to use Microsoft Excel and Access for this course, so if you are planning on using a Mac, please note

that the Mac version of Office has a slightly different interface for Excel, is lacking a few features, and does not include Access. If you use a Mac for this course, there are plenty of campus computer labs that have Windows-based PCs, and the library can also loan you a Windows-based laptop to complete the hands-on Access tutorials. If Office is not installed on your home computer, don't spend your money to buy it! There is a free download available to all FIU students at <http://freeoffice.fiu.edu/>, and it will be Excel 2016 and Access 2016 (Windows only for Access), which is acceptable for this course.

Accessibility and Accommodation

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact the Center at 305-348-3532 or visit them at the Graham Center GC 190.

Please visit our [ADA Compliance \(https://online.fiu.edu/html/canvas/mastertemplate/accessibility/\)](https://online.fiu.edu/html/canvas/mastertemplate/accessibility/) webpage for information about accessibility involving the tools used in this course.

Please visit the LMS Accessibility webpage for more information:

- [Canvas \(https://community.canvaslms.com/docs/DOC-2061\)](https://community.canvaslms.com/docs/DOC-2061)

For additional assistance please contact FIU's [Disability Resource Center \(http://drc.fiu.edu/\)](http://drc.fiu.edu/).

Academic Misconduct Statement

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Academic Misconduct includes: **Cheating** – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. **Plagiarism** – The use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

Learn more about the [academic integrity policies and procedures](http://online.fiu.edu/student/resources/policies.php) (<http://online.fiu.edu/student/resources/policies.php>) as well as [student resources](http://online.fiu.edu/student/resources/academic-integrity-resources.php) (<http://online.fiu.edu/student/resources/academic-integrity-resources.php>) that can help you prepare for a successful semester.

Course Prerequisites

There are no prerequisites for taking this course.

Note: Avoid dropping this course after the drop/add period as a "DR" is considered a negative grade by the College of Business.

Panthers Care and Counseling and Psychological Services (CAPS)

If you are looking for help for yourself or a fellow classmate, Panthers Care encourages you to express any concerns you may come across as it relates to any personal behavior concerns or worries you have, for the classmate's well-being or yours; you are encouraged to share your concerns with [FIU's Panthers Care website](http://pantherscare.fiu.edu/) (<http://pantherscare.fiu.edu/>).

[Counseling and Psychological Services \(CAPS\)](http://caps.fiu.edu/) (<http://caps.fiu.edu/>) offers free and confidential help for anxiety, depression, stress, and other concerns that life brings. Professional counselors are available for same-day appointments. Don't wait to call 305-348-2277 to set up a time to talk or visit the online self-help portal.

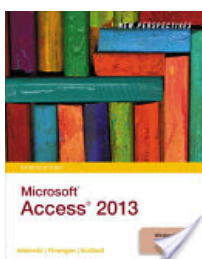
Textbook and Course Materials

Textbook Table



New Perspectives on Microsoft Excel 2013, Introductory

June Jamrich Parsons, Dan Oja, Roy Ageloff, Patrick Carey, Carol DesJardins
Cengage Learning, 2013-07-29
ISBN-10 9781285169361
ISBN-13 1285169360



New Perspectives on Microsoft Access 2013, Introductory

Joseph J. Adamski, Kathy T. Finnegan, Sharon Scollard
Cengage Learning, 2013-07-15
ISBN-10 9781285099217
ISBN-13 1285099214

I recommend that you avoid the bookstore and search the usual Internet sellers for the books by themselves, either new, used, rented, or electronic ebook. **[Click here to see there are many Very Affordable options available to you on SlugBooks \(https://www.slugbooks.com/\)](https://www.slugbooks.com/)**. However, when you buy via the Internet, make sure you can get timely delivery and get the 2013 versions, not the 2007 or 2010. **No access codes are required.**

Proctored Exam Policy

This online section requires two proctored exams which must be taken using ProctorU. Although the exam is closed book, students are permitted to use one sheet of paper, front and back (so two sides total) for the exam.

- **Excel Exam: Available 10/20 at 10:00 AM - 10/26 at 10:00 PM.**
- **Access Exam: Available 12/1 - 10:00 AM - 12/7 at 10:00 PM.**

ProctorU is a virtual proctoring center recommended by FIU that allows students to take exams from any comfortable and private location. ProctorU connects students to a real person who can be seen and heard. This person will walk students through the exam process and provide assistance in the event that the student should run into any technical problems.

Student responsibilities:

- It is your responsibility to be aware of the exam dates and times to make appropriate arrangements.
 - Appointments made less than 72 hours before the exam time may incur an additional fee.
- You must comply with the ProctorU requirements, including but not limited to a functioning web cam and a high-speed, reliable Internet connection in a private location.
- If you anticipate issues completing any exams through ProctorU, you must notify your professor for further assistance.
- You must schedule your proctored exam(s) during the specified time noted in the course.
- Before your proctored exam, take the following steps:
 - Check your equipment before logging in.
 - Be sure you are in a well-lit, quiet and private room. The lighting of your room must be daylight quality, and overhead lighting is preferred. If overhead lighting is not possible, please make sure that your light source is not directly behind you because it will make it difficult for your proctor to see you. **If the room is not private and other individuals are present at any point during the exam, the exam will be invalidated and your score will be a 0.**
 - Please have 2 forms of identification ready. (i.e. license, school ID, passport, etc.)
 - Please bring a reflective surface such as a CD, DVD or mirror. This is so you can show the edges of your monitor to your proctor.
 - Please make sure to close out all programs, applications, and websites that do not pertain to the exam.

Support:

- If you encounter issues with ProctorU, you may contact them at (855) 772-8678 or (205) 870-8122 and/or via email at help@proctoru.com (<mailto:help@proctoru.com>).
- If you encounter issues with Canvas, you may contact FIU Online's Support Services team at:
 - Phone: 305-348-3630 or Toll-Free: 1-8773-ELEARN (7 days a week from 8am-midnight)
 - Website: <http://online.fiu.edu/supportservices> (<http://online.fiu.edu/supportservices>)

Access the **ProctorU website** (<http://proctoru.com/>) to create your profile, register for exams, test your computer, and begin proctoring sessions.

Student Proctored Exam Instructions (<http://online.fiu.edu/currentstudents/exams>).

Exam Information

Excel Exam					
Exam Option	Start Date	Start Time	End Date	End Time	Exam Duration
ProctorU	10/20/2019	10:00 AM	10/26/2019	10:00 PM	60 minutes
	Private room: If the room is not private and other individuals are present at any point during the exam, the exam will be invalidated and your score will be a 0. No Open Book ONE 8.5x11 sheet of notes (front and back, so two sides total) No Open Web No Word Processor Allowed No Calculator Allowed No Scratch Paper Allowed No Bathroom Break Allowed No Other Permitted Materials: No book or assistance of any kind allowed Other Notes: Students who use ProctorU testing services may not leave their computer once the exam has started, including bathroom breaks, water breaks, etc. No exceptions. Students who violate this policy will have their exam invalidated regardless of circumstance, and regardless of whether the ProctorU test proctor allows you to finish the exam after returning				

Exam Information

Access Exam					
Exam Option	Start Date	Start Time	End Date	End Time	Exam Duration
ProctorU	12/01/2019	10:00 AM	12/07/2019	10:00 PM	60 minutes

Access	Exam				
Exam Option	Start Date	Start Time	End Date	End Time	Exam Duration
	Private room: If the room is not private and other individuals are present at any point during the exam, the exam will be invalidated and your score will be a 0. No Open Book ONE 8.5x11 sheet of notes (front and back, so two sides total) No Open Web No Word Processor Allowed No Calculator Allowed No Scratch Paper Allowed No Bathroom Break Allowed No Other Permitted Materials: No book or assistance of any kind allowed Other Notes: Students who use ProctorU testing services may not leave their computer once the exam has started, including bathroom breaks, water breaks, etc. No exceptions. Students who violate this policy will have their exam invalidated regardless of circumstance, and regardless of whether the ProctorU test proctor allows you to finish the exam after returning.				

Expectations of this Course

This is an online course, meaning that most of the course work will be conducted online. Expectations for performance in an online course are the same as for a traditional course; in fact, online courses require a degree of self-motivation, self-discipline, and technology skills that can make them more demanding for some students. Online courses are not independent study courses. You will be expected to meet deadlines. **There is no tutoring offered for this online course.**

Please review these guidelines for [Online Etiquette \(https://online.fiu.edu/html/canvas/policies/\)](https://online.fiu.edu/html/canvas/policies/).

Students are expected to:

- **Review the how to get started information** located in the course content
- **Take the practice quiz** to ensure that your computer is compatible with Canvas
- **Review** and follow the course calendar

Students with specific course concerns should contact me directly via email at: jweiss@cs.fiu.edu (<mailto:jweiss@cs.fiu.edu>), for quickest response. Do not post links to illegal materials such as bootleg downloads of course textbooks, or solicitations of any type. Posting of infringing material will be referred to the Vice President of Student Affairs.

Course Detail

Course Communication

Please contact Prof. Weiss at jweiss@cs.fiu.edu (<mailto:jweiss@cs.fiu.edu>) as needed, being sure to identify yourself and your course. You can also arrange for a FaceTime or Skype meeting by emailing me,

again from an fiu.edu email address, identifying yourself and your course, and the section that you are in.



Discussion Forums

Keep in mind that forum discussions are public, and care should be taken when determining what to post.

Students with specific course concerns should contact me directly via email at: jweiss@cs.fiu.edu (<mailto:jweiss@cs.fiu.edu>), for quickest response. Do not post links to illegal materials such as bootleg downloads of course textbooks, or solicitations of any type. Posting of infringing material will be referred to the Vice President of Student Affairs.

Assessments

In order to mitigate any issues with your computer and online assessments, it is very important that you take the "Practice Quiz" from each computer you will be using to take your graded quizzes and exams. It is your responsibility to make sure your computer meets the minimum **hardware requirements** (<https://fiuonline.fiu.edu/experience/what-is-required.php>).

All assessments will auto-submit when (1) the timer runs out OR (2) the closing date/time is reached, **whichever happens first**. For example, if a quiz has a closing time of 5:00 pm but the student begins the exam at 4:55 pm, the student will only have 5 minutes to complete the quiz.

Assessments in this course are not compatible with mobile devices and should not be taken through a mobile phone or a tablet. If you need further assistance please contact **FIU Online Support Services** (<http://online.fiu.edu/supportservices>).

Quizzes/Exams

In order to mitigate any issues with your computer and online assessments, it is very important that you take the "Practice Quiz" from each computer you will be using to take your graded quizzes and exams. It is your responsibility to make sure your computer meets the minimum **hardware requirements** (<https://fiuonline.fiu.edu/experience/what-is-required.php>).

Quiz Expectations: There will be six quizzes fully online, multiple choice. It is your responsibility to check the course page frequently so you do not miss a quiz. **Quizzes occur every two weeks, open on Wednesday, close following Tuesday.** See "Quizzes" under the course menu for quiz availability dates. The quizzes will be timed, so please make sure you have 30 minutes set aside during which you will not have interruptions. In computing the course grade, only the four highest will count; each quiz will be graded on a

scale of 0 to 100, and the quizzes in total will count for 40% of your course grade. There will be **no make-ups** allowed **for quizzes** as you are already dropping your two lowest grades.

Important information regarding quizzes/exams:

- If a quiz/exam has a time limit; all questions must be answered and submitted before the time expires. When the time has run out, the quiz/exam is submitted automatically with whatever answers have been filled in so far and unanswered questions will automatically receive a grade of zero.
- If multiple attempts are allowed on your quiz/exam there will be a 30 minute time delay between attempts.

Exam Expectations:

- **This course consists of two exams:** Excel Exam and Access Exam, both requiring ProctorU
- Students will be able to see the score three days after the assessment's due date.

Assessments in this course are not compatible with mobile devices and should not be taken through a mobile phone or a tablet. If you need further assistance please contact [FIU Online Support Services](http://online.fiu.edu/supportservices) (<http://online.fiu.edu/supportservices>).

Homework Assignments

Each chapter in the course textbook(s) is known as a "**tutorial**" and describes features with a case problem. For each module, you are expected to work through the tutorial on a computer with Office Professional. The tutorials comprise the homework assignments but I will not collect them, or ask you to submit them. Accordingly, they are ungraded. But this does not mean they are optional! Students are expected to do these hands on tutorials.

Zoom Video Conference

Zoom is a video conference tool that you can use to interact with your professor and fellow students by sharing screens, chatting, broadcasting live video/audio, and taking part in other interactive online activities.

[Zoom Test Meeting Room \(https://zoom.us/test\)](https://zoom.us/test).

Use this link to access the Zoom Test Meeting Room. This meeting room is available to test out the software before joining an actual session.

Reference the provided links to access Zoom student tutorials to learn about the tool, how to access your meeting room, and share your screen.

- [Download Zoom \(https://zoom.us/support/download\)](https://zoom.us/support/download).
- [Login to Zoom through Desktop Application \(https://fiu.service-now.com/sp?id=kb_article&sys_id=4483f98adbdc37484968fbf9af9619a5\)](https://fiu.service-now.com/sp?id=kb_article&sys_id=4483f98adbdc37484968fbf9af9619a5)
- [Enable and Test Audio & Webcam \(https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-\)](https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-).

- o [Schedule a meeting \(https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-\)](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-) or [Join a Zoom meeting. \(https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-\)](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-)
- o [Invite others to join meeting. \(https://support.zoom.us/hc/en-us/articles/201362183\)](https://support.zoom.us/hc/en-us/articles/201362183)
- o [Chat \(Professors\) - Students look at attendees section for instructions \(https://support.zoom.us/hc/en-us/articles/205761999-Webinar-Chat\)](https://support.zoom.us/hc/en-us/articles/205761999-Webinar-Chat).
- o [Share My Screen \(https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-\)](https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-).
- o [Record a Local Zoom meeting. \(https://support.zoom.us/hc/en-us/articles/201362473-How-do-I-record-a-meeting-\)](https://support.zoom.us/hc/en-us/articles/201362473-How-do-I-record-a-meeting-)
- o [Host Control in Meetings. \(https://support.zoom.us/hc/en-us/articles/201362603-Who-Is-The-Host-Of-The-Meeting-\)](https://support.zoom.us/hc/en-us/articles/201362603-Who-Is-The-Host-Of-The-Meeting-)
- o [Getting Started with iOS. \(https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS\)](https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS)
- o [Getting Started with Android. \(https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android\)](https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android)

Grading

Your grade is based entirely on your average, as computed above. Please do not ask at the end of the course for me to add a few points or even a tenth-of-a-point to bump you up to the next grade for the purposes of boosting your GPA, maintaining your scholarship, international student eligibility, athletic eligibility, etc. If the grade is important to you, then you should make the effort before the exams, not after. Any requests made to ignore the policies outlined in this syllabus will be ignored.

Sample calculation for final grade:

Here is an example of a final grade calculation for a student:

Exam scores are 79 (Excel) and 90 (Access). The six quizzes (scored 10pts each) are 60, 70, 90, 40, 100, 100. The quiz portion is 36 points. The average is computed as $79 * .30 + 90 * .30 + 36$ quiz points which is 86.7, which rounds to 87. This is an A-.

Course Grades Distribution Table

Course Requirements	Weight
Two Exams	
Excel Exam	30%
Access Exam	30%

Course Requirements	Weight
Six Quizzes Online	
Four Best Quizzes (10% each)	40%
Total	100%

Letter Grade Distribution Table

Letter	Range	Letter	Range	Letter	Range
A	90 - 100	B	80 - 83	C	65 - 73
A-	87 - 89	B-	77 - 79	D	50 - 64
B+	84 - 86	C+	74 - 76	F	< 50

Course Calendar

Weekly Schedule

Unless otherwise noted quizzes will be open from Wednesday - Tuesday. See Course Content for individual module dates.


**I reserve the right to make minor changes to any class policy and the class schedule during the semester.*














Course Calendar Distribution Table

Week	Dates
1	Module 1 - Excel Tutorial 1
2	Module 1 - Excel Tutorial 1 cntd.
3	Module 2 - Excel Tutorial 2 - Quiz 1 Available 9/4 at 12:00 AM - 9/10 at 11:59 PM
4	Module 3 - Excel Tutorial 3

Week	Dates
5	Module 4 - Excel Tutorial 4 - Quiz 2 Available 9/18 at 12:00 AM - 9/23 at 11:59 PM
6	Module 5 - Excel Tutorial 5
7	Module 6 - Excel Tutorial 6 - Quiz 3 Available 10/2 at 12:00 AM - 10/8 at 11:59 PM
8	Module 7 - Excel Tutorial 7
9	Module 8 - Excel Tutorial 7 cntd. - Quiz 4 Available 10/16 at 12:00 AM - 10/22 at 11:59 PM
10	Study Week Excel Exam - 10/20 at 10:00 AM - 10/26 at 10:00 PM
11	Module 9 - Access Tutorial 1
12	Module 10 - Access Tutorial 2 - Quiz 5 Available 11/6 at 12:00 AM - 11/12 at 11:59 PM
13	Module 11 - Access Tutorial 3
14	Module 12 - Access Tutorial 4 - Quiz 6 Available 11/20 at 12:00 AM - 11/26 at 11:59 PM
15	Study Week
16	Exam - Access Exam - 12/1 - 10:00 AM - 12/7 at 10:00 PM

Course Summary:

Date	Details
Tue Sep 10, 2019	 Quiz 1 https://fiu.instructure.com/courses/53595/assignments/519640
	due by 11:59pm

Date	Details	
Fri Sep 13, 2019	 Quiz 1 https://fiu.instructure.com/courses/53595/assignments/519640 (1 student)	due by 11:59pm
	 Quiz 1 https://fiu.instructure.com/courses/53595/assignments/519640 (2 students)	due by 11:59pm
Tue Sep 24, 2019	 Quiz 2 https://fiu.instructure.com/courses/53595/assignments/519637	due by 11:59pm
Fri Sep 27, 2019	 Quiz 2 https://fiu.instructure.com/courses/53595/assignments/519637 (1 student)	due by 11:59pm
Tue Oct 8, 2019	 Quiz 3 https://fiu.instructure.com/courses/53595/assignments/519636	due by 11:59pm
Tue Oct 22, 2019	 Quiz 4 https://fiu.instructure.com/courses/53595/assignments/519641	due by 11:59pm
Sat Oct 26, 2019	 Excel Exam https://fiu.instructure.com/courses/53595/assignments/519644	due by 10pm
	 Extra Credit Quiz for Excel Comprehensive Exam https://fiu.instructure.com/courses/53595/assignments/519643	due by 10pm
Tue Nov 12, 2019	 Quiz 5 https://fiu.instructure.com/courses/53595/assignments/519635	due by 11:59pm
Tue Nov 26, 2019	 Quiz 6 https://fiu.instructure.com/courses/53595/assignments/519638	due by 11:59pm
Sat Dec 7, 2019	 Access Exam https://fiu.instructure.com/courses/53595/assignments/519642	due by 10pm
	 Extra Credit Quiz for Access Comprehensive Exam https://fiu.instructure.com/courses/53595/assignments/519639	due by 11:59pm
	 Final Course Average https://fiu.instructure.com/courses/53595/assignments/519645	