**CIT 113 – Advanced Microcomputer Applications**

**MASTER COURSE SYLLABUS**

**Instructor:** Professor J. Barron

**Email:** jbarron@pennhighlands.edu

**Course Sessions:** Mon-Wed-Fri, 12:00 pm – 12:50 pm

**Location**: RICH C214

**Start Date:** 01/13/14

**End Date:** 05/05/14

**Credits: Lecture**, 3**; Lab**,0

**Pre-requisite(s)**: CIT100 Microcomputer Applications

**Co-requisite(s)**: None

**Course Description**: This hands-on course introduces the student to the advanced features of the more popular microcomputer software packages available including word processing, spreadsheets, presentations, and databases. This course provides students with a working knowledge of these software packages to accomplish the common tasks needed by an information technology professional. The Microsoft Office suite, including MS Word, MS Excel, MS PowerPoint and MS Access is used.

**Course Methodology**: Instructor-led, hybrid, Web-enhanced, or online.

**Required Text, including ISBN**:

Shelly, G., Vermatt, M., *Microsoft Office 2010 Advanced. 1st Edition*. Upper Saddle River, NJ: Cengage. 2011, ISBN-13: 978-1-43-907854-9

**Required Course Material**: None

**Supplementary Materials**: None

**Course Topics:**

* Advanced Word processing with Word 2010
* Advanced Presentation development with PowerPoint 2010
* Advanced Spreadsheet development with Excel 2010
* Advanced development and form creation using Access 2010

**Expected Learning Outcomes**:

After successfully completing this course, it is expected that…

1. The student will be able to use Microsoft Word to create documents that present text, numeric and graphic data in a format appropriate for their intended use, as evidenced by:
2. Given a scenario, the student will be able to create a Word document using a title page, lists, and tables at a success rate of seventy percent on a hands-on assignment and exam.
3. Given a scenario, the student will be able to use a template and create form letters at a success rate of seventy percent on a hands-on assignment and exam.
4. Given a scenario, the student will be able to create a newsletter with a pull-quote and graphics at a success rate of seventy percent on a hands-on assignment and exam.
5. The student will be able to use Microsoft PowerPoint to create a advanced slide show presentation that combines text and graphic data into a presentation appropriately formatted for its intended use, as evidenced by:
6. Given a subject and supporting data, the student will be able to work with information graphics, add hyperlinks and action buttons at a success rate of seventy percent on hands-on assignments and exams.
7. Given a subject and supporting data, the student will be able to create a self-running presentation containing animations at a success rate of seventy percent on a hands-on assignment and exam.
8. The student will be able to use Microsoft Excel to create documents that present text, numeric and graphic data in a format appropriate for their intended use, as evidenced by:
9. Given a scenario, the student will be able to create complex formulas and data tables at a success rate of seventy percent on hands-on assignments and exams.
10. Given a scenario, the student will be able to create, sort, and query a table at a success rate of seventy percent on hands-on assignments and exams.
11. Given a scenario, the student will be able to create, sort, and query a table at a success rate of seventy percent on hands-on assignments and exams.
12. The student will be able to use Microsoft Access to create reports and forms in a format appropriate for their intended use, as evidenced by:
13. Given a scenario, the student will be able to create reports and forms including multi-table forms at a success rate of seventy percent on hands-on assignments and exams
14. Given a scenario, the student will be able to use the Database Management System commands for SQL at a success rate of seventy percent on hands-on assignments and exams.

**Student Evaluation**:

The following criteria will be used to determine a final overall grade average:

The student’s final grade will be calculated based upon the following weighting:

* + - General Lab Assignments (weekly): 40%
		- Exams (4 total): 60%

The student’s final grade will be determined using the following grading policy:

90%-100% = “A”

80% - 89% = “B”

70% - 79% = “C”

60% - 69% = “D”

below 60% = “F”

**Course Outline**:

The following is a tentative schedule for the term. Your instructor may deviate from the schedule as deemed necessary. Advance notice will be provided by your instructor if changes are made to this schedule.

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| --- | --- | --- |
| **Week #** | **Topic** | **Homework** |
| 1/13-1/17 | Introduction / Review of Syllabus, Outline, e-racer, Assignment of drivesChapter 4 - Create a Document Chapter 5 - Using a Template | Ch4: Make it RightCh4: In the Lab, Lab 2Ch5: Apply Your KnowledgeCh5: Cases and Places |
| **1/20 (No Class)** 1/22-1/24 | Chapter 6 - Form Letters  | Make it RightIn the Lab, Lab 2 |
| 1/27-1/31 |  Chapter 7 - Creating a Newsletter  | Apply your knowledgeIn the Lab, Lab 2 |
| 2/3-2/7 | **Word Exam Chapters 4-7** | **Exam** |
| 2/10-2/14 | Chapter 4 and 5 Information Graphics/ Delivering a Presentation  | Ch4: Extend your knowledgeCh4: In the Lab, Lab 2Ch5: Apply you knowledgeCh5: In the Lab, Lab 1 |
| **2/17 (No Class)**2/19-2/21 | Chapter 6 Hyperlinks and Action Buttons  | Apply your knowledgeIn the Lab, Lab 2 |
| 2/24-2/28 | Chapter 7 Create a self-running Presentation  | Apply your knowledgeIn the Lab, Lab 2 |
| 3/3-3/7 | **PowerPoint Exam Chapters 4-7** | **Exam** |
| 3/10-3/14 | Chapter 4 - Financial Functions, Tables  | Apply your knowledgeMake it Right |
| 3/17-3/21 | Chapter 5 Creating, Sorting, Querying a Table  | Apply your knowledgeIn the Lab, Lab 2 |
| 3/24- 3/28 | Chapter 6 Working with Multiple WorksheetsChapter 7 Creating Templates, Importing Data  | Ch 6: Apply your knowledgeCh 6: Make it RightCh 7: Apply you knowledgeCh 7: In the Lab, Lab 1 |
| 3/31-4/4 | **Excel Exam Chapters 4-7** | **Exam** |
| 4/7-4/11 | Chapter 4 Creating Reports and Forms  | Apply your knowledgeMake it Right |
| 4/14**4/15-4/18 (No class)** | Chapter 5 Multiple Forms  | Apply you knowledgeIn the Lab, Lab 1 |
| 4/21-4/25 | Chapter 6 Advanced Report TechniquesChapter 7 (Access) Using SQL  | Ch 6: Apply your knowledgeCh 6: Make it RightCh 7: Apply you knowledgeCh 7: In the Lab, Lab 1 |
| 4/28-5/5 | **Access Exam Chapters 4-7** | **Final Exam** |