Mount Saint Mary College
Newburgh, New York
Division of Mathematics and I.T.

Course Name: SPREADSHEETS & DATABASES	**Credit Hours:** 3
Course Code: CIT 2160-Y1-OL:SP21	**Prerequisites:** CIT 1100, or CIT 1052, or MTH 1015, or Passing Computer Literacy Exam.
Semester: Spring 2021	**Method:** 100% online / Asynchronous
Session: Accelerated Spring 2021 Y	**Time:** Non-Mandatory weekly meetings will be held virtually.
Course Delivery Details: This is a fully online course that is 8 weeks in length, with no physical seat time. The instructional time will be delivered through online activities on Moodle (eClass). Recordings of lectures will be made available for students who do not wish to attend the live lectures.	
Use of Moodle (eClass): Students will use our secure learning management system Moodle (eClass) to participate in all online activities and assignments**.** While you are responsible for obtaining required course materials such as textbooks, additional course materials such as journal articles, websites, videos, PowerPoints, and/or eLectures will be provided on our Moodle (eClass) course site.	
As a member of the Mount community, I AGREE to take cooperative steps to protect the health and safety of every member of our campus and local community in the midst of this global pandemic. Furthermore, I recognize that my efforts keep me, and those with whom I live and learn, safer and healthier. I understand that my personal and academic success are dependent on staying healthy and agreeing to shared behavioral practices – wearing a face covering, maintaining sanitized work areas, and social distancing across campus – that will keep me and other members of the College and local community protected from illness. **I AGREE** to invite others to participate with me in our mutual responsibility to sustaining the health and wellbeing of our cherished community.	

Instructor: Mr. Charles Lynch **MSMC Email:** charles.lynch@msnc.edu / clyn1650@my.msmc.edu **Phone:** (845)902-8822 **Office Location:** 323 Powell Ave. **Office Hours:** Virtual **Virtual Office Hours:** Tuesday and Thursday at 12pm Virtually **Preferred Method of Contact:** Email

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A NOTE ABOUT STUDENT PARTICIPATION IN THIS FULLY ONLINE COURSE:

Active participation in this online course is defined on page(s) 9 of this Syllabus. It is your responsibility to be fully aware of this information.

Failure to actively participate in any of the ways defined in this Syllabus before or on the AW date listed below may result in your instructor submitting an academic withdrawal (AW) from the course. <u>Please note that failure to actively participate in this course could impact your eligibility for Financial Aid.</u>

Per the above, please be aware of important Spring 2021 dates:
- March 26th, 2021 - Add/Drop deadline
- April 23rd, 2021 - Last Day to Withdraw without academic penalty

It is the responsibility of the student to facilitate an official course drop/withdrawal by the date(s) listed above. The student should inform both the instructor and the Registrar's office if he/she plans to drop or withdrawal from this course.

Course Description

This course is a hands-on introduction to computer spreadsheet and database concepts using a popular electronic spreadsheet application and a database management application. Focus is on the organization, interpretation, and presentation of data while working with formulas, charts, graphs and reports. Pre-requisites: CIT 1100, or CIT 1052, or MTH 1015, or Passing Computer Literacy Exam.

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Course Outcomes

By the conclusion of this course, the student will be able to use Microsoft's Excel and Access software applications proficiently.

This list describes assignments that will be accessed through discussion boards, projects and quizzes in eClass. They will also be utilized in Cengage assignments as well. Specifically, the student will be able to,

Using Excel,

1. Create nested folders to save files;
2. Create and edit worksheets;
3. Create embedded charts;
4. Develop formulas using built-in functions;
5. Format spreadsheets using auto formatting and free form formatting;
6. Apply What-if analysis and Goal Seeking concepts and functions;
7. Create spreadsheets using built-in business & financial functions, and data tables;
8. Develop workbooks with multiple connected (grouped) sheets;
9. Create pivot tables and pivot charts to summarize data; 10. Convert/Import an Excel spreadsheet to an Access database.

Using Access,

1. Create a database using design and database view;
2. Develop simple and complex queries;
3. Develop complex queries involving groupings and statistics;
4. Develop reports using wizards;
5. Develop reports based on simple and complex queries;
6. Work with parameter queries and develop corresponding reports;
7. Maintain a database using the design and update features of Access;
8. Create validations rules;
9. Create and use indices;
10. Create and use custom forms;
11. Convert/Import an Access database to an Excel spreadsheet.

Cengage Content

Student Learning Outcome	In-Class Learning Activities (if n/a, remove from table)	Online Learning Activities	Student Assessment/ Evaluation Methods
Excel: Getting Started with Excel	Cengage Module	Cengage Module	Cengage Quiz
Excel: Formatting Workbook Text and Data	Cengage Module	Cengage Module	Cengage Quiz
Excel: Performing Calculations with Formulas and Functions	Cengage Module	Cengage Module	Cengage Quiz
Excel: Analyzing and Charting Financial Data	Cengage Module	Cengage Module	Cengage Quiz
Excel: Generating Reports from Multiple Worksheets and Workbooks	Cengage Module	Cengage Module	Cengage Quiz
Excel: Managing Data with Data Tools	Cengage Module	Cengage Module	Cengage Quiz
Excel: Summarizing Data with PivotTables	Cengage Module	Cengage Module	Cengage Quiz
Excel: Performing What-If Analyses	Cengage Module	Cengage Module	Cengage Quiz
Excel: Exploring Financial Tools and Functions	Cengage Module	Cengage Module	Cengage Quiz
Excel: Analyzing Data with Business Tools	Cengage Module	Cengage Module	Cengage Quiz
Excel: Exploring PivotTable Design	Cengage Module	Cengage Module	Cengage Quiz
Access: Creating at Database	Cengage Module	Cengage Module	Cengage Quiz
Access: Building a Database and Defining Table Relationships	Cengage Module	Cengage Module	Cengage Quiz
Access: Maintaining and Querying a Database	Cengage Module	Cengage Module	Cengage Quiz
Access: Creating Forms and Requests	Cengage Module	Cengage Module	Cengage Quiz
Access: Creating Advanced Queries	Cengage Module	Cengage Module	Cengage Quiz

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and Enhancing Tables			
Access: Using Form Tools and Creating Custom Forms	Cengage Module	Cengage Module	Cengage Quiz
Access: Creating Custom Reports	Cengage Module	Cengage Module	Cengage Quiz
Access: Sharing, Integrating and Analyzing Data	Cengage Module	Cengage Module	Cengage Quiz
Access: Using Action Queries and Advanced Table Relationships	Cengage Module	Cengage Module	Cengage Quiz
Access: Automating Tasks with Macros	Cengage Module	Cengage Module	Cengage Quiz
Access: Managing and Securing a Database	Cengage Module	Cengage Module	Cengage Quiz

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Required Course Materials

Required Text (Included in Cengage Unlimited, or through the MSMC Bookstore.)

- New Perspectives Microsoft® Office 365® & Excel 2019 Comprehensive , 1st Edition (Included in Cengage Unlimited or in the MSMC bookstore.) Patrick Carey
ISBN-10: 0-357-02576-8
ISBN-13: 978-0-357-02576-5

Required Software: (Contact it.support@msmc.edu if you do not have these programs. Use of vLabs from MSMC with provide you with the necessary programs for this course.)

- Microsoft Excel

- Microsoft Access

Required Subscription:

- Cengage Unlimited (Must purchase if you do not already have a subscription.) The textbook is included in this subscription.

Optional Course Materials

Optional course materials will be posted in weekly course sections.

Support for Required e-Materials

- For support on Microsoft Office (Excel and Access), please contact it.support@msmc.edu for troubleshooting and installation.
- For other support regarding Microsoft Office (Excel and Access), please contact Microsoft support at: https://support.microsoft.com/
- For Cengage Support, please contact Beth Austin at: beth.austin@cengage.com
- For eClass support, please contact me directly.

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Technological Requirements and Recommendations for Online Courses
The table below provides a basis of required and recommendations technologies that one should have when learning online.

Requirements	*Recommendations*
Office Software: • Microsoft Office's current Version (Microsoft Word, PowerPoint, Excel, Access etc.) • GSuite (Free through your MSMC email account) • Adobe Reader Subscriptions • Cengage Unlimited Background Programs: • Java • Adobe Flash	Internet Browsers: • Google Chrome • Mozilla Firefox Hardware • Headset with microphone for meetings Optional Software • LibreOffice • vLabs (instructions posted in course)
	The IT Support Center is here to assist you with your general technology needs. To obtain technology support, please visit https://helpdesk.msmc.edu/support/ to submit a ticket or email it.support@msmc.edu. *Please consult your instructor for Moodle (eClass) related questions or concerns.*

Email and Course Communication Guidelines: **I will make every effort to return all email messages or respond to posts in our Course Q&A Forum with 24 hours. If you send communication after 7pm, or on a College holiday, I will respond the next business day. You are expected to use your MSMC email account for all email exchanges. I will not respond to email addresses that do not end in @my.msmc.edu.**

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Grading Scale

The final letter grade will be based upon grade distribution schedule below. The letter grade will be assigned using the following guidelines,

95 – 100 A || 80 – 82.99 B- || 67 - 69.99 D+
90 – 94.99 A- || 77 – 79.99 C+ ||60 – 66.99 D
87 - 89.99 B+ ||73 – 76.99 C ||0 - 59.99 F
83 – 86.99 B ||70 – 72.99 C

Evaluation Criteria

Title	Submission	Points	Total Points
Spreadsheets Lessons and Exams from Cengage 12 Graded Activities (~98 Activities)	Weekly, distributed across the first half of the course (Online via Cengage link in course)	25 points distributed evenly across all activities (12 graded items)	25 Points
Database Lessons and Exams from Cengage 12 Graded Activities (~87 Activities)	Weekly, distributed across the second half of the course (Online via Cengage link in course)	25 points distributed evenly across all activities (12 graded items)	25 Points
Quizzes on/in eClass	Through eClass 2nd week, 4th week, 6th week, 7th week, and 8th week.	5 Quizzes at 4 points each	20 Points
Projects (In Excel/Access/Google Sheets)	Submitted through eClass as an Assignment activity submission. Weeks 2, 4, 6 and 8.	All projects will be evenly weighed to 20 points (Graded by rubric in course)	20 Points
Participation on eClass	Discussion Boards/Forums	All Discussion forums will be evenly weighed to 10 points. Bonus points available. (Up to 5 additional points can be earned through bonus activities on eClass.)	10 Points
		Total	**100 points**

Course Calendar

A Course Calendar is provided on our Moodle (eClass) course site under the "Course Documents and Resources" tab. It is your responsibility to be aware of all assignment due dates and deadlines as outlined in Course Calendar document. While I will make every effort to avoid changes, I reserve the right to amend the Course Calendar per the needs of the class. Any changes to deadlines will be communicated via the Announcements forum in our course. This forum will automatically send a copy of the announcement to your @my.msmc.edu email address.

What to Expect from this Course

This course is 3 credit hours a week and as such will require the same outside of that class time for assignments and work. As this is an online course, the meetings duration will vary and likely be shorter than the 90 minute original course times that would be held in a classroom. Please use your time wisely as most assignments are assigned two weeks in advance.
Zoom meeting times at the original course time are Monday and Wednesday at 3:30pm and run until 5:00pm. These same meeting time will be optional over Zoom and a recording or weekly video overview will be made available for each week. The Zoom meetings at the stated times are optional, but suggested for collaboration.

Distributing Grades

All assignment grades will be posted to our Moodle gradebook within three (3) days of the assignment due date. I will make every attempt to provide personalized feedback when and where it is applicable. I will not discuss grades or give assignment feedback via email. Please make an appointment with me to discuss a grade in-person or via Zoom.

Grading Rubrics

Rubrics will be utilized for the project assignments within the course. These projects will consist of 20 points towards your grade, or 20% of your overall grade of this course. The rubrics will be available in each assignment for your reference.

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Active Participation

Students are required to maintain an active and engaged presence throughout the duration of the online course. Mount Saint Mary College defines active participation in an online course as:

- Student submission of an academic assignment;
- Student submission of an exam/quiz;
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the instructor;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic course material;
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Simply logging in to the course and viewing materials *will not* be considered active participation.

Note: A lack of active participation as outlined above may affect Financial Aid. If a student fails to meet the definitions of active participation on or before the AW date listed on page 1 of this Syllabus, he or she may be recommended for withdrawal from the course by the instructor.

Attendance Policy

Formal Attendance for Zoom meetings is not required. A recording of pertinent meetings will be posted online for weekly topics. As well, there will be a video description posted in each week as a resource and guide for what assignments need to be completed weekly.

It is your responsibility to be regularly engaged in the course, and be intimately aware and familiar with our Course Calendar in order to anticipate any conflicts with assignment deadlines. Please plan your time accordingly and communicate any conflicts well in advance with your instructor, per the below:

- In the case of an anticipated absence (e.g., work-related conflict, military deployment, or religious observance that may require you to miss deadlines, and/or would impact your ability to participate regularly for a period exceeding 24-48 hours), the student should contact the instructor via MSMC email to make arrangements to complete the required assignments.
- In case of an unanticipated event/emergency (e.g., illness/accident, death in family, or major internet or technical outage), the student should contact the instructor via MSMC email as soon as possible providing documentation supporting the need for any late submission of a graded event.

Other events outside of the above (e.g., vacations, weddings, etc.) will not be considered an acceptable excuse to miss deadlines; no late work or make-ups will be offered for such circumstances.

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Late Work/Make-Up Policy

Please submit your work by the due dates. Late work will be accepted with penalty to grade. This is subject to change due to outstanding circumstances. **Subject to Update. If updated an updated syllabus will be posted.**

Statement on Collaborative Learning

Through Collaborative Learning, students should at all times observe the "Golden Rule". Do unto other as you would have them do to you. Do not plagiarize another work and always be kind to your classmates.

There will be several methods of collaborative learning in class. This will be done in either discussion forums or group assignments.

College Policies

Students are responsible for complying with all policies in the Student Handbook, including the Academic Honesty Policy.

Academic Honesty Policy

The mission of Mount Saint Mary College is concerned with "…the development of sound values, goals and commitments on the part of students. Equipping students to play responsible roles in society has been a consistent aim of our institution." Instances of academic dishonesty subvert the mission of the College and the experience students derive from it. These instances harm the offender as well as students who maintain academic honesty. The Mount community, therefore, commits itself to do all in its power to prevent such dishonesty and imposes impartial sanctions upon those who harm themselves, their fellow students and the College in this way.

Definitions:

Generally, academic dishonesty may be defined in the following ways:

a. Cheating: using or attempting to use, giving or attempting to give, unauthorized materials, information, assistance or study aids in any academic exercise or evaluation (tests), unless the nature of the academic exercise legitimizes cooperative learning;
b. Plagiarism: copying or imitating the language, ideas or thoughts of another person, and passing off the same as one's original work;
c. Falsification: forgery, alteration or misuse of academic documents, records or forms.

For additional information, please go to the Student Handbook located at www.msmc.edu under Student Life.

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Zoom Policy:
Recording of Remote Classes:

When class sessions are recorded, there may be instances that require the sharing of that recording in video format, such as when instructors and/or students are sharing their work with the rest of the class. Otherwise, class recordings may be shared using an audio or transcript recording, which does not include one's image or profile image. Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class, including those enrolled students who are unable to attend live, to refer to for later use in studying. If you are unwilling to consent to have your video image or profile recorded, simply keep your camera off and/or do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, simply keep your mute button activated and communicate exclusively using the Chat feature, which allows you to type questions and comments in real time.

Student Resources and Support

Office of Disability Services (click name to enter site):
It is the policy of Mount Saint Mary College to accommodate students with disabilities in accordance with federal and state laws. If you, as a student with a disability, have difficulty accessing any part of the course materials or activities for this class, please notify the instructor immediately. Accommodations for test-taking should be arranged in advance. Students with disabilities are encouraged to contact the Disability Services Office as soon as possible so that appropriate accommodations can be determined. Please call the office at 845-569-3638, or email them at disabilityservices@msmc.edu.

If you have met with the Coordinator in the Disability Services Office and have been given an accommodation letter, please make an appointment to speak with me as soon as possible so that we can discuss the logistics and implementation of your accommodations.

Tutoring (click name to enter site):
Free individualized and small group tutoring is available to all MSMC undergraduates in most major subject areas through the Office of Student Success. Drop-in tutoring only is available for some Natural Science and Nursing courses with no appointment necessary. A schedule for the drop-in tutoring is posted every semester on the tutoring site.

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[Counseling Services](#) (click name to enter site):
Many students face personal challenges or have psychological needs that may interfere with their academics, social life, or emotional well-being. MSMC Counseling Services offers a variety of confidential services to help students through difficult times including counseling, crisis intervention, consultations, and mental health screenings. Students can contact Counseling Services by phone at 845-569-3115 or email at counseling@msmc.edu.

[The Writing Center](#) (click name to enter site):
The Writing Center is the home for writing at Mount Saint Mary College. Their primary function is to support students as they are completing academic writing assignments. The Writing Center's team of trained writing tutors assists Mount students in all stages of the writing process: brainstorming and organizing ideas; structuring sentences, paragraphs, and essays; strengthening argumentation; incorporating research and appropriate systems of citation; improving grammar and style; and more!

[Kaplan Family Library](#) (click name to enter site):
The MSMC Library creates a dynamic, responsive learning environment by connecting people with information. They facilitate teaching and learning, foster scholarship, and create a vibrant intellectual and social gathering place for the Mount Saint Mary College community. They offer outstanding information resources, expert information literacy instruction, attentive personal service, and relevant programming in a space designed for study, discovery, collaboration, and inspiration.

[Office of Digital Learning and Instructional Design Services](#) (click name to enter site):
The Office of Digital Learning and Instructional Design Services supports the various users of the College's learning management system Moodle (eClass). This office also promotes student learning and academic success in web-enhanced, blended-hybrid, and fully online course formats by offering training and resources. They foster, support, and enhance innovative teaching, collaborative and active learning techniques in web-enhanced, blended-hybrid, partially online, and fully online courses. The website linked above contains tutorials and tips for success videos for online learners. *While this office is here to support your learning, all Moodle (eClass) related questions or concerns should primarily be directed to your instructor.*

Office of Information Technology/IT Support Center:
The IT Support Center is here to assist you with your general technology needs including Mount Account support, computer hardware/software issues, printing, on-campus internet services and more. Please visit https://helpdesk.msmc.edu/support/ to submit a ticket or email it.support@msmc.edu.

Required Tutorial for Online Learners

OLSOT (Online Learning Student Orientation Tutorial) (Required ONLY for 100% online courses)
This mandatory, self-paced orientation is required of all students taking fully online courses. If this is your first fully online course and you have not done so yet, please complete this tutorial before beginning this course. The tutorial will appear as a red hold notification in the Alerts section of your MSMC Portal (my.msmc.edu). Please click on the notification to begin the tutorial. Please expect to spend approximately 1 hour completing this tutorial. If you have any questions regarding the OLSOT, please contact the Office of Digital Learning and Instructional Design Services at onlinelearning@msmc.edu.

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