



## **CIS 2010 BUSINESS COMPUTER PROFICIENCY**

**CREDIT:** 3 semester hours  
Prerequisite: CIS 1200 with a grade of B- or better

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**PROGRAM COORDINATOR:** Linda Rogers, 652-7838; [rogersl@dixie.edu](mailto:rogersl@dixie.edu)

**YEAR:** 2014-2015

### **MATERIALS REQUIRED:**

MyITLab for Office 2013: Go! Series with eText  
USB (flash) drive and/or Hard Drive/Cloud storage of your choice  
Approximately 125 unduplicated prints

**REQUIRED SOFTWARE:** Microsoft Office 2013 (available on all computers in campus labs)

### **COURSE DESCRIPTION:**

This course is designed for students majoring in business or those wanting a thorough knowledge of both Microsoft Excel and Microsoft Access and the concepts of spreadsheets and databases. The course will cover beginning database concepts including the manual and wizard creation of tables, forms, queries, and reports in Microsoft Access. Spreadsheet is presented in an intermediate to advanced mode (beginning concepts taught in CIS 1200) including logical functions, filtering, data tables and scenarios.

The course is taught in a traditional lecture environment. The student should plan on spending 6-9 hours per week to meet course requirements. Students can get CIS faculty assistance at the Smith Computer Center during faculty posted hours. Students will be expected to adhere to the Dixie State University Student Code of Conduct (found in the university catalog or student handbook).

### **BUSINESS COMPUTER PROFICIENCY (BCP)**

The Business Department at Dixie State University has set business computer proficiency requirements (as defined by UBAAN) also using the course objectives for CIS 1200 and CIS 2010. It has been determined that if a student passes CIS 1200 and CIS 2010 with a grade of B- (80%) or better, that student meets the basic skills required for BCP.

### **AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT**

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids should contact the DISABILITY RESOURCE CENTER Coordinator within the first two weeks of classes. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the Financial Aid Office. Visit or call (435) 652-7516 to schedule an appointment.

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## CANVAS MAIL AND DMAIL

Canvas Mail and Dmail will be used to contact students about information that is critical to your courses. Other important campus information may also be send via DMail be to students. Students will be held responsible for any information sent to Canvas or DMail accounts, so please check those mail sources often.

## PERFORMANCE OBJECTIVES:

At the completion of this course, the student should be able to show knowledge and expertise in the following as well as identified life skills:

**Spreadsheets - Microsoft Excel:** - Use a spreadsheet program as a tool to provide information including but not limited to budgeting, inventory management and decision making.

- Insert, Name and Reference Worksheets
- Insert/Delete columns and rows
- Use math operators and order of precedence
- Use Absolute, Relative and Mixed cell references
- Format cells and worksheets, including numeric formats, cells styles & borders
- Create and modify both basic and advanced charts
- Learn how to work with Excel Functions both basic and advanced
- Summarize data using PivotTables and PivotCharts, add Slicers
- Work with multiple worksheets and workbooks, create worksheet groups, format and edit multiple worksheets at the same time, consolidate information from multiple worksheets using 3-D references.
- Create a link to data in another workbook, edit workbook links
- Create lookup tables and use lookup functions
- Create templates, learn how to store and access templates
- Calculate conditional count, sum, and summary statistics using database functions.
- Examine Cost-volume-profit relationships, use one and two-variable data tables, create and use array formulas
- Create and use scenarios to perform what-if analysis, create scenario summary reports and use Goal seek
- Import data into a spreadsheet from other types of files
- Subtotal, filter and sort data within worksheets
- Use Page Setup features to prepare worksheets for printing

**Database - Microsoft Access:** - Use a relational database program to organize, store, maintain, retrieve and sort data relative to business, organizational, or individual needs.

- Design a relational database including defining various types of fields in a table and enter records.
- Operate a database system--navigate through menus and quick menus
- Create, save, open, and close database tables, forms, and reports
- Create objects with wizards and manually
- Maintain a database including sorting, finding, updating, adding, editing, and deleting records
- Establish relationships between tables and enforce referential integrity
- Query one or more tables for specified data for exact matches or ranges of data
- Perform calculations in a query using calculated fields, aggregate functions and record group calculations.
- Modify table designs using lookup fields, input masks, and data validations rules.
- Design and enhance a form or report based on tables and/or queries
- Filter records to limit output on reports or forms
- Create a crosstab query and other advanced queries.
- Use action queries to make a new table, and to append, delete, and update data.

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**EXHIBIT LIFE SKILLS:** In order to be successful in this course, the student will exhibit the following identified life skills:

- Exhibit critical thinking and problem solving skills
- Exhibit time management skills by scheduling work in a timely manner and completing assignments and tests by deadline dates
- Exhibit an understanding of course policies by reviewing often the printed materials and course announcements

### **ASSIGNMENTS:**

All assignments, quizzes and tests are due as per the Class Schedule handed out in class, or found on Canvas. Because the work for this class must be done on computers, a lab is set up in the Smith Computer Center and in DSU Library so you can work outside of class. If you have the appropriate software (Microsoft Office 2013) you can also work at home. If you miss a class for any reason, **work will only be accepted up to one week after the assignment due date and will be assessed with a 5 point late penalty.** Exception is all assignments are due the last day of scheduled class before Final. **My ItLab projects can be done late with a 10% penalty per day.** If possible, make arrangements prior to any anticipated absence to submit homework early.

### **QUIZZES:**

Quizzes can be found in My ItLab. Students should log on and complete the quizzes by the assigned due dates. After the due date, quizzes are no longer available. **Late quizzes will not be accepted.** eText and notes may be used when completing quizzes.

### **IN CLASS and EXTRA CREDIT points:**

Students who participant in random in class activities and/or complete extra credit assignments will earn points for those activities.

### **INDIVIDUAL EXCEL FILE:**

Students will create their own spreadsheet, using formulas and functions introduced in class, but not necessary used in classwork or assignments. File will be submitted for grading, and some files will be presented to the class.

### **GROUP PROJECT:**

By mid-semester students will form groups, and work together to complete two parts of a Cumulative Group Project which will involve critical thinking and problem solving using both Access and Excel in real-world situations. Groups will present their findings and solutions to their projects during Final Week at end of the semester.

### **TESTS:**

Tests will be taken in class.

- If a student will be gone on the date of a test, it is their responsibility to take the test prior to the test date to receive full credit for the test.
- Once a test is started, that test must be completed, or taken again as a retake. Students may not leave an incomplete test and return to finish that test later.

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- If an emergency does arise, it is the responsibility of the student to contact the instructor no later than the posted test date for an exception.
- If an exception is granted, the instructor reserves the right to assess a 15% late penalty for any test taken after the posted test date.
- Cell phones must be put away during tests. Students may not use books or notes when taking a test.

### RETAKE/MAKEUP TESTING

- Students may choose to retake two of the first 5 tests (as long as their first test was taken on time) if their score is below a 90%, with a 90% maximum score on their retake.
- Any retakes for Excel must be completed by the posted Excel Makeup Deadline date.
- Any retakes for Access must be completed by the posted Access Makeup Deadline dates.
- Makeup (Late) tests must be taken within 1 week of the test deadline with a maximum score of 85%.

### COURSE COMPLETION PROCEDURES

- Attend class and complete each Tutorial as listed on Class Schedule, and as listed on Checkoff sheets. *(if a student misses class the tutorial may be competed outside of class, and prints submitted to receive classwork points)*
- Complete SAM Grader Projects and submit for auto grading, as assigned
- Complete each eText homework assignment and print requested worksheets or objects as listed on Class Schedule and Checkoff sheets.
- Complete twelve quizzes, found in SAM
- Create an Individual Excel file
- Work together with other students to complete a Group Project and present results in class
- Complete five Unit Tests in class

### INTEGRITY

Students are expected to act with integrity and honesty during all aspects of this course. Students will compete their own work without taking the work from another student. Students will not share their work with another student. If you are caught in a bind and work is not complete, turn in the work that you do have and submit the rest ASAP. You are allowed a small leeway with late assignments (5 pts.) before it will affect your grade in any way. The DSU Student Code of Conduct prohibits cheating by students. We have a Zero Tolerance policy. If you act with integrity at all times, you will succeed.

### GRADING

In order to meet the Business Computer Proficiency Requirement, the student must achieve a B- or better in this course.

<b>Assignments</b>	<b>35%</b>	<b>In Class activities</b>	<b>2%</b>
<b>Unit Tests (5)</b>	<b>35%</b>	<b>Quizzes</b>	<b>8%</b>
<b>Group Project</b>	<b>15%</b>	<b>Individual Excel File</b>	<b>5%</b>

A	94-100	B+	87-89	C+	77-79	D+	67-79	F	0-59
A-	90-93	B	83-86	C	73-76	D	63-66		
		B-	80-82	C-	70-72	D-	60-62		