
CPSC 215
SOFTWARE PACKAGES FOR BUSINESS APPLICATIONS

Instructor: Aaron Koehl
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Office Hours: By appointment

Meeting Times Monday – Thursday, 3:30-5:45pm

COURSE DESCRIPTION

For students majoring in information science and those wanting a more in-depth understanding of and competence in the use of spreadsheets, databases and database management. Creating spreadsheet templates, database management systems, and elements of desktop publishing are included.

OBJECTIVES

In this course, you will develop your reasoning skills by learning common software business tools and applying your knowledge of these tools to an array of business problems.

The two primary tools covered in this course are:
Microsoft Excel 2003, as a spreadsheet tool
Microsoft Access 2003, as a database management system

If you do not own these tools or their correct versions, access to the lab computers is provided throughout the day and into the evenings to complete your coursework.

PREREQUISITES

A grade of C- or higher in CPSC110 or passage of a qualifying examination given during the first week of class. Note: The registrar will automatically remove any students not meeting these requirements before the end of the first week of class.

TEXT

Parsons/Oja/Ageloff/Carey
Microsoft Office Excel 2003 – 2nd Ed., Comprehensive, New Perspectives

Adamski/Finnegan
Microsoft Office Access 2003 – Introductory Ed., New Perspectives

FILE STORAGE

Students will need to provide their own USB flash memory and will be required to bring it to class each session. No files may be stored on the classroom computers.

ASSIGNMENTS

This class will be conducted primarily in a hands-on format where we will practice using the software as demonstrated by the instructor.

There will be a deliverable for each topic covered, which will be either in the form of lab work to be turned in at the end of class, or in the form of homework.

The form of the deliverable will not be announced in advance. Thus, your regular attendance in class is both required and expected.

PREPAREDNESS

You are expected to read each assigned chapter *before the lecture*. It is in your best interest to do so, given the pace at which we will be proceeding for the summer session. **Most importantly, do not let yourself get behind!**

SEMESTER PROJECT

There will be a semester long project and a class presentation at the end of the semester. Based on the guidelines to be distributed, the project will be of your own choosing but it should be designed to demonstrate your competence in the coursework material—that is, a successful model or software solution to a business problem using spreadsheets and databases.

ASSESSMENT

There will be three tests given throughout the semester as well as a cumulative final and semester project. The grading is broken into the following:

- Test 1 (Spreadsheets) 15%
- Test 2 (Spreadsheets) 15%
- Test 3 (Databases) 15%
- Assigned Coursework 15%
- Final Exam (Cumulative) 20%
- Semester Project 20%

TESTS

Test will be primarily hands-on, and will include material covered in class as well as material in the assigned chapter reading (which may not be explicitly covered in class). Tests will be timed, so it is important that the student is versed enough in the skills covered to move quickly through the test. Make-up tests will NOT be given for any reason.

CONDUCT

During class, the use of the lab computers is for classroom activities only.

COLLABORATION

ALL FILES SUBMITTED FOR A GRADE MUST BE ENTIRELY YOUR OWN WORK.

HONOR POLICY

"On my honor, I will maintain the highest possible standards of honesty, integrity, and personal responsibility. That means I will not lie, cheat, or steal and as a member of this academic community, I am committed to creating an environment of respect and mutual trust."

DISABILITIES

If you have a disability and need special consideration, please make an appointment with me to discuss those needs. In order to receive an accommodation for your disability, it must be on record in the Office of Career and Counseling Services (594-7192).