

Albany Campus

Supplement to Course Syllabus and Tracking Calendar

COURSE: INFT110 – Advanced Info Tech **INSTRUCTOR:** Ray Coco
TERM: WINTER 2012 **DAYS/TIME:** Tuesday/Thursday
1:50 – 3:35 pm
CONTACT INFORMATION: Email: rpc@albany.edu and ray.coco@gmail.com
Phone: 428-6074
OFFICE HOURS: By appointment

Welcome to Advanced Information Technology. In this course we will concentrate on the fundamentals of two computer applications – Microsoft Office’s Excel and Access. The focus will be on discovering what business oriented software programs are all about and how to find help on your own in order to produce quality efficient business systems to solve real life problems.

ALL COURSE OUTCOMES for this course will be addressed. Upon completion of this course, students will be able to:

1. Demonstrate the ability to manipulate files/folders in Windows
2. Demonstrate the ability to integrate components of an office suite through the completion of projects.
3. Demonstrate the ability to design, create and modify spreadsheets and to create charts and graphs.
4. Demonstrate the ability to apply spreadsheet principles to business problems.
5. Demonstrate the ability to analyze data and design and create relational databases, including queries and customized forms and reports.
6. Demonstrate an understanding of the use of databases and the importance of information as a commodity in the information age.

TEACHING APPROACH:

Lectures: Important material from the text and outside sources will be covered in the first part of each class. Students should plan to take careful notes as not all material can be found in the texts or readings. Students should come to class prepared to discuss weekly readings (i.e. chapter tutorials) as well as any questions and ideas concerning the covered material.

Participation: A significant portion of each student’s grade will be determined by the level of their class participation. Class time will be given after each lecture to work on chapter tutorials and lab projects that apply the principles covered in the lectures to real life problems. Participation is VERY important since the lecture material presented in class and then in the labs worked on in class will be a large part of each quiz and exam. Participation also allows the instructor to judge the student’s level of understanding with respect to the topics being covered in a particular class.

Theory: Students will learn the principles of *Advanced Information Technology* that can be applied to real world business problems. To clarify these principles, students will find out how others have used the principles in *Advanced Information Technology* by reading models from the textbook and handouts, as well as, using the powerpoint presentations from the class webpage. Lastly, students will enhance their understanding and practice using these techniques in the course assignments.

TIME COMMITMENT NECESSARY TO EARN COURSE CREDIT: Bryant & Stratton College subscribes to a philosophy commonly held by institutions across higher education: achievement of success with college-level study will necessitate that the student devotes both scheduled in-class time as well as significant out-of-class time to meeting course outcomes. In order to successfully achieve all outcomes for this 3-credit hour course, it is expected that each student will participate in the scheduled in-class hours (two 105 minute classes per week) and dedicate an approximate total of 90 hours during the term for out-of-class preparation and work time. Out-of-class time will be necessary for completing textbook readings and related assignments and accessing and using additional resources as identified by the instructor.

MAKE-UP POLICY:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor via email. Missed exams cannot be made up under any circumstances but with good cause and adequate notice, an early or makeup exam may be given.

USE OF TECHNOLOGY: All final drafts of graded homework assignments must be computer generated. Students do not need a computer at home to fully participate in computer activities, however, it is recommended. The computers in the computer labs and the library will be available for student use.

LIFELONG LEARNING AND INFORMATION LITERACY:

- **Information Literacy** – Advanced Information Technology requires access and use of various electronic databases and the World Wide Web to obtain scholarly information needed for this course.
- **Relational Learning** - Assignments and assessments in this course will allow you to use topics from your life experiences and personal interests.
- **Metacognition** - Assignments such as the end-of-chapter labs will provide you with an opportunity to reflect on your life, work experience, and career. This will give you a chance to think about what you would do differently in the situations described. Develop awareness of one's thinking processes and employ multiple cognitive strategies to analyze and solve problems
- **Community and Career** – Students will have the opportunity during the course to embrace the many opportunities in related fields that are available to them. Guest speakers and special events may also be scheduled to further enhance the students' education and career awareness.
- Empower and adapt yourself for the future by being a continuous learner
- Define what you learn today as the foundation for greater future knowledge and skills

CRITICAL WORKPLACE COMPETENCIES: Students will demonstrate growth in principles of professional readiness. Through class discussions, and interactions with classmates and the instructor, students will

- Communicate with respect and accept the viewpoints of others
- Have a positive attitude and seek positive solutions
- Be open to new learning opportunities and be responsible for their actions
- Be committed to doing their best and achieving their goals
- Seek to gain a better understanding of themselves and others
- Conduct themselves with integrity, self-respect and be self-aware

ATTENDANCE POLICY: Regular class attendance is necessary to receive the maximum benefit from this course as well as to develop the professional work habits that are highly valued in the business community. Attendance at every class meeting is required; if a Student must be absent, he or she will be held accountable for class work and due dates missed. Students who arrive on time and schedule outside appointments at times other than class time will be able to maximize the benefits of this course.

Students are required to sign the attendance sheet at each class meeting.

STUDENT PORTFOLIO: An important aspect of a Bryant & Stratton College education is participation in the Portfolio Process. Students identify work(s) produced in each course that allow them to demonstrate, reflect on, and speak to the acquired knowledge, skills, and behaviors that will benefit them and their future employers.

CLASSROOM ETIQUETTE: It is expected that all members of the class will contribute to a positive and active environment for learning. Students are asked to keep the distraction of private conversations to a minimum and to turn off all cell phones, personal pagers, and recording devices while class is in session. During class time we will also focus on your Professional growth. Components of becoming Professionally Ready include; acting in a **Responsible** manner, being **Respectful** to others in your communications, maintaining a **Positive** attitude and seeking positive solutions, being **Committed** to your goals, seeking an **Understanding** of yourself and others, and being **Self-Aware** by conducting yourself with integrity and self-respect.

Food and drink should not be brought into the classroom.

STUDENT SUPPORT SERVICES (SSS) TIME: Specific blocks of time are set aside in the morning, afternoon, and evening when both students and instructors are available. At these times students will have the opportunity to work individually or in groups in labs, classrooms, and the library with the guidance of the instructors. Students may avail themselves of the services of any of the persons/resources on campus that would make them successful.

RESOURCES:

The libraries (both campus-based and virtual) will be valuable sources for research (books, periodicals, web-based resources). The campus librarian(s) and the online 24/7 reference librarians will be invaluable resources for research help.

Students also have access to SMARTHINKING, a resource that offers live online tutoring and writing lab.

Additionally, the Learning Center on campus is a valuable source for both face-to-face and computer-aided tutoring in a number of specific areas that can impact success in this course.

CLASS WEBPAGE: www.albany.edu/~rpc/inft110

For each chapter in the textbook you will be provided with a Powerpoint presentation that includes all the important topics for testing/homework purposes with respect to that chapter. Each of these presentations is available by pointing your web browser to the URL shown above and then clicking on the specific presentation you wish to view/study as assigned in the tracking calendar on the next two pages. Additionally, this webpage contains a link to a sample database called PREMIERE PRODUCTS which will be used during the MSACCESS portion of the class. Also found on the webpage are links to files that are needed to be used in order to complete the course exams.

COURSE RELATED FILES/WORKBOOKS/DATABASES:

Any and all files you will need to use for the chapter tutorials or the end-of-chapter projects can be found either on the CDROM that came with the course textbook or in a folder stored on the Bryant and Stratton server (\\nas\inft1).

These files are required in order to complete your homework assignments. You may wish to store these files on both your Bryant & Stratton “J:” drive as well as your flash drive so you can use these files while at school or from home.

Tracking Calendar

COURSE: INFT110

INSTRUCTOR: Ray Coco

TERM: Winter 2012

DAYS/TIME: Tuesdays & Thursdays / 1:50 – 3:35 pm

WEEK	CONTENT: TOPICS	COURSE OUTCOMES <small>Numbers from page 1</small>	METHODOLOGY [teaching & learning activities]	ASSIGNMENTS / ASSESSMENTS TEXTBOOK & SUPPLEMENTAL REQUIRED READINGS	DUE Date
WEEK 1 1/12	1. Course Introduction and Syllabus Review 2. Managing course files 3. Email review (attachments) 4. Introduce MSEXCEL	1,2	1. Retrieve course files from server and store on both J: and flash drive 2. Practice sending email attachments (for homework assignment submission)		
WEEK 2 1/17 1/19	Start EXCEL Chapter 1 <i>Creating a worksheet</i>	1,2,3,4	1. View Excel PPT 1 lecture material	Project 1A	1/26
WEEK 3 1/24 1/26	Complete EXCEL Chapter 1 <i>Charting data</i>	1,2,3,4	1. View Excel PPT 2a lecture material	Project 1B Project 1E	2/2
WEEK 4 1/31 2/2	Start EXCEL Chapter 2 <i>Creating Tables</i>	1,2,3,4	1. View Excel PPT 2b lecture material	Project 2A	2/9
WEEK 5 2/7 2/9	Complete EXCEL Chapter 2 <i>Managing workbooks</i>	1,2,3,4	1. View Excel PPT 3a lecture material	Project 2B Project 2E	2/16
WEEK 6 2/14 2/16	Start EXCEL Chapter 3 <i>Line charts</i>	1,2,3,4	1. View Excel PPT 3b lecture material	Project 3A	2/23
WEEK 7 2/21 2/23	**Exam on Excel Chapter 1 **Exam on Excel Chapter 2	1,2,3,4			3/1

Tracking Calendar (con'd)

WEEK 8 2/28 3/1	Continue Chapter 3	1,2,3,4		Project 3B	3/8
WEEK 9 3/6 3/8	Complete Excel Chap 3 Start MSAccess	1,2,5,6	1. View Access PPT 1a lecture material	Access Project 1A	3/15
WEEK10 3/13 3/15	*Excel Quiz on Chapter 3 ACCESS Chapter 1 <i>Build and Modify tables</i>	1,2,5,6	1. View Access PPT 1b lecture material	Access Project 1B	3/22
WEEK11 3/20 3/22	NO CLASS - Portfolio Day Start ACCESS Chapter 2 <i>Sort and Query a database</i>	1,2,5,6	1. View Access PPT 2 lecture material	Project 2A	3/29
WEEK12 3 27 3/29	Continue ACCESS Chapter 2 Complete ACCESS Chapter 2	1,2,5,6	1. View Access PPT 2b lecture material	Project 2B	4/5
WEEK13 4/3 4/5	*Exam Access Chapter 1 *Exam Access Chapter 2	1,2,5,6			
WEEK14 4/10 4/12	Start ACCESS Chapter 3: <i>Forms, Filters</i> Complete ACCESS Chapter 3	1,2,5,6	1. View Access PPT 3 lecture material	Project 3A	4/19
WEEK15 4/17 4/19	**COURSE FINAL EXAM On All MSACCESS course material – mostly Chapter 2 Part B and Chapter 3 Complete any overdue assignments	1,2,3,4,5,6			

