MC2220: Software Applications III
Course Information – Winter 2009

Contact: Instructor: Mr. Rob Power   Section #: 1
Office: Building 10 – Room 271
Email: robert.power@cna-qatar.edu.qa
Phone: 495-2520

Prerequisite(s):   MC1220, MC1221

Co-Requisite(s):   None

Purpose of the Course:

This course introduces students to the concepts and applications of database, teaches students advanced features of, electronic spreadsheets building on the concepts presented in Spreadsheets I, and provides practice in integrating the features of word processing, database and spreadsheet software programs.

Class Location: Building 10, Second Floor Room 10-2-04

Textbook: *Microsoft Office Access 2003: Comprehensive Concepts and Techniques*, ISBN 1418843636

Microsoft Office Excel 2003, *Comprehensive Concepts and Techniques*, ISBN 1418843598

Resources: 3.5" Coursework Diskette (Provided by Instructor)

Course Webpage: www.quia.com/pages/mc2220.html

This website will be used to provide students with updated course information, access to course resources, and links for submitting assignments.

Major Topics:

1.0   Database Software
2.0   Spreadsheets II
3.0   Integration

Classroom Guidelines:

Attendance: Students are expected to attend all lecture and lab sessions for this course, as scheduled. Students absent for medical reasons must provide documentation from their doctor / hospital upon return to class.

Assignments: Assignments must be submitted on or before the assigned due date. Late assignments CANNOT be accepted.

Missed Tests: Students are expected to attend and write all quizzes / exams for this course. Students missing quizzes / exams must provide medical documentation upon return to class, or a grade of zero (0%) will be assigned. Make-up tests CANNOT be provided. However, students missing quizzes / exams for valid, documented medical reasons, can discuss alternate evaluation arrangements with the instructor (ie: the value of the missed quiz will be added to the value of the next quiz).

Plagiarism: Absolutely no plagiarism, copying or sharing of work allowed. All students who are involved will receive a zero (0%) for the specific work that was copied, and a form will be placed in the student's folders. If you are researching from the Internet or text books, information must be paraphrased or changed into your own words with proper referencing provided.

Evaluation:

Item	Value	Description
Quiz #1	20%	MS Excel Quiz #1
Quiz #2	25%	MS Excel Quiz #2
Quiz #3	20%	MS Access Quiz #1
Quiz #4	25%	MS Access Quiz #2
Integration Project	10%	*Details to be provided in class*

Class Schedule and Instructor Contact Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM					
8:30 AM					
9:30 AM					
10:30 AM					
11:30 AM	Lunch Time	Lunch Time	**Meeting Time**	Lunch Time	Lunch Time
12:30 PM			**Meeting Time**		
1:30 PM					
2:30 PM					
3:30 PM					
4:30 PM					

Delivery Schedule, Winter 2009, MC2220:

Week:	Agenda:
Week 1: January 6-8	Registration
Week 2: January 11-15	*First Day of Classes (January 11)* Excel Assignment #1 Excel Assignment #2
Week 3: January 18-22	Excel Assignment #2 Excel Assignment #3
Week 4: January 25-29	Excel Assignment #3 Excel Assignment #4
Week 5: February 1-5	Excel Quiz Part 1 Excel Assignment #4 Excel Assignment #5
Week 6: February 8-12	Excel Assignment #5
Week 7: February 15-19	Excel Quiz Part 2 Excel Integration Project
Week 8: February 22-25	Access (details to be provided)
Week 9: March 1-5	Access Midterm Break – March 5-8
Week 10: March 8-12	Midterm Break – March 5-8 Access Quiz Part 1 Access
Week 11: March 15-19	Access
Week 12: March 22-26	Access
Week 13: March 29-April 2	Access Integration Project
Week 14: April 5-9	Access Quiz Part 2
Week 15: April 12-16	Final Exams Begin
Week 16: April 19-23	Admin

***Please Note: All due Dates are Tentative!