



MC1801: Software Applications II

Course Information – Fall 2008

Contact: Instructor: Mr. Rob Power Section #: 1
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Prerequisite(s): MC1800

Purpose of the Course:

This course is designed as a continuation of Software Applications I. It will explore such topics as Database Software, Diagramming Software, and Project Management Software. Students will be proficient in the fundamental competencies necessary to use a database package. Students will be able to create diagrams with diagramming software for exporting to other applications and planning applications. Project management software features will be explored to prepare students for the use of this software when planning projects.

Class Location: Building 10, Second Floor Room 06 (10-206)

Textbook: *New Perspectives on Microsoft Office Access 2003 - Comprehensive*, Second Edition
ISBN: 0-619-26811-5, Thomson Course Technology

New Perspectives on Microsoft Office Project 2003-Introductory
ISBN: 0-619-21379-5, Thomson Course Technology

MS Visio Tutorial (Provided by Instructor)

Resources: 3.5" Coursework Diskette (Provided by Instructor)

Major Topics:

- 1.0 Database Software
- 2.0 Diagramming Software
- 3.0 Project Management Software

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 within FIVE (5) days of their return to class. Medical notes must be provided to the Registrar's Office. Your instructor CANNOT accept medical notes.
- Mobile Phones:** Mobile phones cannot be used during class time. Please ensure that your phone is turned off, or is set to SILENT.
- 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 to the Registrar's Office within FIVE (5) days of their 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
MS Access Quiz #1	15%	Quiz on MS Access Tutorials 1-4
MS Access Quiz #2	40%	Quiz on MS Access Tutorials 1-7
MS Project Quiz	30%	Quiz on MS Project Tutorials 1-3
MS Visio Assignment	15%	Final Assignment for MS Visio

Class Schedule and Instructor Contact Hours (RAMADAN HOURS):

	Sunday	Monday	Tuesday	Wednesday	Thursday
8:10 AM					
9:00 AM	CP1610 10-226		CP1610 10-226		
9:50 AM	TPP MC105-4 10-212	Office 10-271	TPP MC105-4 10-212		
10:40 AM	TPP MC105-4 10-212	CP1610 10-226	TPP MC105-4 10-212		Office 10-271
11:20 AM	Prayer	Prayer	Prayer	Prayer	Meeting Time
11:50 AM			Meeting Time		Meeting Time
12:40 PM			Meeting Time		
1:30 PM	TPP MC105-3 10-212		TPP MC105-3 10-212	Office 10-271	
2:20 PM	TPP MC105-3 10-212		TPP MC105-3 10-212	ICDL	MC1801 10-206
3:10 PM	Office 10-271	Office 10-271		ICDL	MC1801 10-206
4:00 PM	MC1801 10-206	MC1801 10-206		ICDL	MC1801 10-206

Class Schedule and Instructor Contact Hours (OCTOBER 12TH-DECEMBER 4TH):

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM					
8:30 AM	CP1610 10-226		CP1610 10-226		
9:30 AM	TPP MC105-4 10-212	Office 10-271	TPP MC105-4 10-212		
10:30 AM	TPP MC105-4 10-212	CP1610 10-226	TPP MC105-4 10-212		Office 10-271
11:30 AM			Meeting Time		Meeting Time
12:30 PM			Meeting Time		
1:30 PM	TPP MC105-3 10-212		TPP MC105-3 10-212	Office 10-271	
2:30 PM	TPP MC105-3 10-212		TPP MC105-3 10-212	ICDL	MC1801 10-206
3:30 PM	Office 10-271	Office 10-271		ICDL	MC1801 10-206
4:30 PM	MC1801 10-206	MC1801 10-206		ICDL	MC1801 10-206

Delivery Schedule, Fall 2008, MC1801: (Revised August 20, 2008)

Week:	Agenda:
Week 1: August 24-28	Registration (August 24-26) First Day of Classes (August 27)
Week 2: August 31-September 4	Dbase Theory PPT Tutorial #1 (pp AC 3-35)
Week 3: September 7-11	Finish Tutorial #1 Tutorial #2 (pp AC 35-81)
Week 4: September 14-18	Tutorial #3 (pp AC 81-179) Tutorial #4 (pp AC 129-69)
Week 5: September 21-25	Finish Tutorial #4 (pp AC 129-69)
Week 6: September 28-October 2	Eid Break (Tentative)
Week 7: October 5-9	Tutorial #5-6 (pp AC 171-287) Access Quiz #1
Week 8: October 12-16	Finish Tutorial #5-6 (pp AC 171-287) Tutorial #7 (pp AC 287-369)
Week 9: October 19-23	Finish Tutorial #7 (pp AC 287-369) Access Quiz #2
Week 10: October 26-30	Intro to Project Management Project Management Theory PPT Tutorial #1: Planning a Project Tutorial #2: Creating a Project Schedule
Week 11: November 2-6	Finish Tutorial #2: Creating a Project Schedule Tutorial #3: Communicating Project Information
Week 12: November 9-13	Finish Tutorial #3: Communicating Project Information Project Quiz
Week 13: November 16-21	Begin Diagramming Unit Fundamentals Creating Basic Diagrams
Week 14: November 23-27	Basic Network Diagrams Database and Software Diagrams Customized Diagrams Visio Assignment
Week 15: Nov 30-December 4	Final Exams (Tentative)

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