



MC1820: Computer Applications

Course Information – Intersession 2009

Contact: Instructor: Robert Power Section: 01
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Prerequisite(s): MC1810

Purpose of the Course:

The course is designed to expose the student to software packages that can be used to create spreadsheets, technical drawings and web sites.

Class Location: Building 10, Room 2.13

Textbook:

Eisner Reding, Elizabeth., Wermer,Lynn. *Microsoft Office Excel 2007–Illustrated Complete*. ISBN 13: 978-1-4239-0522-6

Shelly, Gary B., Cashman, Thomas J., and Quasney, Jefferys J. *Microsoft FrontPage 2003: Complete Concepts and Techniques*. ISBN 13: 978-0-619-25524-4

Lemke, Judy. *Microsoft Office Visio 2007 Step by Step (Step By Step (Microsoft))*. ISBN-13: 978-0735623576

Major Topics

- 1.0 Spreadsheet Software
- 2.0 Diagramming Software
- 3.0 Web Design 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 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 |
|----------------------|-------------|---|
| Visio Project | 25% | Create a Visio project diagramming the major course project |
| MS Excel 2007 | 40% | See below: |
| Quiz #1 | 20% | MS Excel Quiz #1 (<i>Covers Units A-E, G & H</i>) |
| Excel Project | 20% | Creation of an Excel workbook for the major course project. |
| FrontPage Assignment | 30% | Creation of a business website as part of the major course project. |
| Assignment Portfolio | 5% | Submission of assignment portfolio folder with all integrated assignments |
| TOTAL: | 100% | |

Class Schedule and Instructor Contact Hours:

| | Sunday | Monday | Tuesday | Wednesday | Thursday |
|----------|------------------|------------------|------------------|------------------|------------------|
| 7:30 AM | CP2190 10-225 | MC1820 10-213 | CP2190 10-225 | MC1820 10-213 | On Campus |
| 8:30 AM | CP2190 10-225 | MC1820 10-213 | CP2190 10-225 | MC1820 10-213 | Office 10-271 |
| 9:30 AM | MC1820 10-213 | CP2190 10-225 | MC1820 10-213 | CP2190 10-225 | Office 10-271 |
| 10:30 AM | MC1820 10-213 | CP2190 10-225 | MC1820 10-213 | CP2190 10-225 | On Campus |
| 11:30 AM | Office 10-271 | Office 10-271 | Meeting Time | Office 10-271 | On Campus |
| 12:30 PM | On Campus | On Campus | Meeting Time | On Campus | On Campus |
| 1:30 PM | | | | | |
| 2:30 PM | | | | | |
| 3:30 PM | | | | | |
| 4:30 PM | | | | | |

Delivery Schedule, Intercession 2009, MC1820:

| Week: | Agenda: |
|------------------------------|---|
| Week 1: May 3-7 | Registration (May 4th -5th) First Day of Classes (May 6th) MS Visio: <ul style="list-style-type: none"> ▪ MS Visio Project |
| Week 2: May 10-14 | MS Visio: <ul style="list-style-type: none"> ▪ MS Visio Project Due (May 14th) Excel: <ul style="list-style-type: none"> ▪ Unit A: Getting Started (pp Excel 1-24) ▪ Unit B: Formulas and Functions (pp Excel 25-50) ▪ Unit C: Formatting (pp. Excel 51-78) |
| Week 3: May 17-21 | Excel : <ul style="list-style-type: none"> ▪ Unit D: Charts (pp. Excel 79-104) ▪ Unit E: Analyzing Data (pp. Excel 105-128) ▪ Unit G: Using Tables (pp. Excel 153-176) ▪ Unit H: Analyzing Table Data (pp. Excel 177-200) |
| Week 4: May 24-28 | Excel: <ul style="list-style-type: none"> ▪ Finish Units A-H ▪ Excel Practice Quiz ▪ Excel Project ▪ Excel Quiz #1 (Covers Units A-E, G and H) |
| Week 5: May 31-June 4 | Excel: <ul style="list-style-type: none"> ▪ Excel Project Due (June 2nd) Frontpage: <ul style="list-style-type: none"> ▪ Migration of Excel Files to Database ▪ FrontPage Project |
| Week 6: June 7-11 | Frontpage: <ul style="list-style-type: none"> ▪ FrontPage Project |
| Week 7: June 14-18 | Frontpage: <ul style="list-style-type: none"> ▪ FrontPage Project Due (June 15th) Course Portfolio Due (June 15th) Exam Week (June 16-21) |
| Week 8: June 21-25 | Admin |
| Week 9: June 28-30 | Admin |

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