Department Chair: Merille Siegel
Program Coordinator:

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Course Code: CIS 126   **Course Title:** Microcomputer Software II

Department: CIS/Engineering   **Semesters Offered:** Fall Evening

Course Description: Provides students with experience with two productivity tools used extensively in business: Microsoft Excel and Microsoft Access. Students will learn advanced spreadsheet features available in Microsoft Excel and will learn advanced database concepts in Microsoft Access. Students will develop the skills needed to pass the Microsoft Office Specialist examination for Microsoft Access and the Microsoft Office Specialist Expert examination for Microsoft Excel.

Prerequisites: CIS 125

Credits: 3   **Lecture Hours:** 3   **Lab/Studio Hours:** 0   **Clinical/Fieldwork Hours:** 0

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Required Textbook/Materials:
ELECTRONIC BOOK INCLUDED The online access code for an electronic book is included in your course registration. Physical textbooks can be ordered from Pearson.

Additional Time and Supplemental Requirements:
Based on a 15 week semester, students are expected to spend 6 hours per week preparing for the course, including reading the chapters, reviewing the objectives, and doing projects and homework.

Notes:

This course includes projects that may require the Windows operating system and a PC version of Microsoft Office. This is especially important with Microsoft Access; there is no version of Microsoft Access for Mac OS. If you do not have these programs available, please consider the College's laptop loan program or using VDI. For the laptop loan you need to send a request to the following email laptoploan@pccc.edu. Student ID, Name and School Email. Your instructor may also make available VDI, a tool that allows you to run Microsoft Windows & Office on any machine. If so, instructions will be found in Blackboard.

Free Microsoft Office 2019/365 is available for students. See the link in Blackboard. This is available for Windows and Mac users.

Tutoring and assistance with Microsoft & Windows projects can be found through the CIS Lab. Due to COVID-19, these services will be virtual for Fall 2020. More information here: www.pccc.edu/cis/cis-lab

Course Learning Outcomes:
    Upon completion of this course, students will be able to:
1. Restrict users from entering bad data.
2. Solve complex business problems using numerical analysis tools in Excel.
3. Design complex database queries in Access.
4. Generate data summaries and reports in Excel and Access.
5. Apply appropriate Excel and Access techniques to case studies.

General Education Outcomes: This is not a general education course.

Grading Standards:

Component	Percentage	Other Information
Exams	35%	One for Excel, One for Access
Projects	55%	
Attendance/In-Class Activities	10%	

Course Content:
(Schedule and suggested topics, readings, and assignments subject to change based on instructor and instructional resource)

WEEK	TOPIC	Chapter
1.	Syllabus Review Review of Excel Ch. 1-5	 Excel Chapter 1-5
2.	What-If Analysis	Excel Chapter 6
3.	Specialized Functions	Excel Chapter 7
4.	Statistical Functions	Excel Chapter 8
5.	Multiple-Sheet Workbook Management	Excel Chapter 9
6.	Imports, XML, and Power Add-Ins	Excel Chapter 10
7.	Collaboration and Workbook Distribution	Excel Chapter 11
8.	Templates, Styles, and Macros	Excel Chapter 12
9.	Excel Exam Review of Access Ch. 1-4	 Access Chapter 1-4
10.	Data Validation and Data Analysis	Access Chapter 5
11.	Action and Specialized Queries	Access Chapter 6
12.	Advanced Forms and Reports	Access Chapter 7
13.	Get Connected	Access Chapter 8
14.	Using Macros and SQL in Access	Access Chapter 10
15.	Access Exam	

College Policies:
For Information regarding:
- PCCC's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the PCCC Student Handbook and PCCC Catalog

Panther Alert:
The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for Panther Alert Notifications by logging into their student accounts through the PCCC website at www.pccc.edu and following Panther Alert System instructions.

Notification for Students with Learnings Disabilities:
If you have a disability, and believe you need accommodations in this class, please contact the Office of Accessibility Services at 973-684-6395, or email ods@pccc.edu. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test.