

**CIS105 - Survey of Computer Information Systems**  
**16 Week HYBRID Course**  
**Instructor: Deb Fells**  
**MODULE ASSIGNMENT INSTRUCTIONS**

Each module displays **Course Objectives** and **Module Objectives**. *Course objectives* are based on the Maricopa Community College District course competencies and what content is required to be included in the assignments.

*Module Objectives* are the outcomes of what you are expected to learn within each module that meets the course objectives. *Activities* are the means in which you will obtain the module objectives. This schedule is subject to change at the discretion of the instructor. Please check this schedule and WebCT announcements at least **twice** a week.

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- **TEXTBOOK #1:** *Technology in Action Complete(TIA)* 8th Edition, Pearson Prentice Hall, and *Technology in Focus (TIF)* chapters (located in *TIA* textbook). For additional resources and practice for TIA chapters, access the [Companion Website](#)
  - **TEXTBOOK #2:** *Skills for Success with Microsoft Office 2010 Custom Edition for Mesa Community College (Skills)*, Pearson Prentice Hall
  - **MyItLab:** Assessment software. Abbreviations: **PBT** – Project Based Training in MyItLab

BLUE indicates MyItLab activities and assignments.

BEIGE indicates WebCT activities and assignments.

YELLOW indicates additional assignments provided by the instructor.

Most **assignments** are due on **Monday evenings by 11:59 p.m., Arizona Time**. There are **some variations to the assignment due dates**. Make sure you read the schedule carefully and pay close attention to the due dates.

**TIA/TIF Quizzes:** You will test the concepts you learn from reading the TIA/TIF books using quizzes within WebCT.

**Office 2010 Professional** software needs to be installed on your computer. The software must contain—Word, Excel, Access, and PowerPoint. If you are using the trial version supplied with your textbook, please follow the CD's instructions on installing the software on your computer. *MAC* software *cannot be* used in this class. Assignments using this version are referred to Word, Excel, Access, and PowerPoint in the Module Assignment Schedule

**MyItLab** - is used in this class as an online assessment and training site for Microsoft Office application performance and software skills. Quizzes are also available to test your knowledge on the concepts behind the skills learned. MyItLab enables students to be trained and assessed in introductory computer concepts and software performance skills using: Windows, Word, Excel, Access, and PowerPoint. All assignments in MyItLab are completed using Microsoft Office 2010 software.

**Performance Based Training (PBT):** In many training activities you will learn and practice performance skills within Word, Excel, Access, and PowerPoint 2010 using the MyItLab project based training. This is an interactive training tool similar to a “show” then “do” activity. This training allows students to complete the exam/training questions in any order and to move from one question to another and back, provided they have question attempts remaining. A skill-based exam or training can contain simulation (performance-based) questions and standard objective-based questions.

**Download Assignments:** These assignments are performance based assessments that are downloaded to your computer, completed in the Office 2010 application, and then uploaded into MyItLab for automatic grading. Typically, you will have three tries to complete each download assignment, with the highest score posted in the gradebook.

**Student videos.** These videos contain visual screens and steps taken and are narrated.

**Sound Bytes:** MyItLab contains audio/visual explanations and demonstrations of most of the TIA chapter concepts. Once you are enrolled in MyItLab, if you need more information about a particular chapter concept, you can select the sound bytes from MyItLab. These are valuable resources available to you.

**Optional Assignments** focus on new technology and will be submitted through the WebCT dropbox (see Module 10). Points for optional assignments will only be awarded if all MyItLab Quizzes, PBT, and download assignments have been completed.

### MODULE ASSIGNMENT CHECKLIST

	Assignments/Quizzes Due	Points	Due Date:	Done	Points earned
<a href="#">Module 1</a>	<b>Quiz:</b> Course Info <b>Discussion:</b> Self Introduction <b>Quiz:</b> TIA Chapter 1 <b>Quiz:</b> TIA Chapter 2 <b>Quiz:</b> The History of the PC <b>WebCT:</b> Upload Photo	10 15 20 20 20 10	Jan 23		
<a href="#">Module 2</a>	<b>Discussion:</b> TIA Chapter 3 <b>Quiz:</b> TIA Chapter 3 <b>Quiz:</b> TIA Chapter 4 <b>Quiz:</b> TIF IT Ethics	15 20 20 20	Jan 30		
<a href="#">Module 3</a>	<b>Discussion:</b> TIA Chapter 5 <b>Quiz:</b> TIA Chapter 5 <b>Quiz:</b> TIF Computing Alternatives <b>Quiz:</b> TIA Chapter 6	15 20 15 20	Feb 6		
<a href="#">Module 4</a> MyItLab	<b>Quiz:</b> Windows 7 <b>Assignment:</b> Practice Download Common Features <b>PBT:</b> Word Chapter 3 <b>PBT:</b> Word Chapter 4	10 5 10 10	Feb 13		
<a href="#">Module 5</a> MyItLab	<b>PBT:</b> Word Chapter 5 <b>Quiz:</b> Concepts Word Chapters 3-5 <b>Assignment:</b> Word download assignment	10 20 50	Feb 20		
<a href="#">Module 6</a>	<b>Discussion:</b> Chapter 7 <b>Quiz :</b> Chapter 7 <b>Quiz:</b> TIF Under the Hood <b>Quiz:</b> Chapter 8 <b>Quiz:</b> Chapter 9	15 20 20 20 20	Feb 27		
<a href="#">Module 7</a> MyItLab	<b>PBT:</b> Excel Chapter.7 <b>PBT:</b> Excel Chapter. 8 <b>PBT:</b> Excel Chapter. 9	10 10 10	Mar 5		
	<b>SPRING BREAK: MARCH 12-18</b>				
<a href="#">Module 8</a> MyItLab	<b>PBT:</b> Excel Chapter.10 <b>PBT:</b> Excel Chapter 11	10 10	Mar 12		
<a href="#">Module 9</a> MyItLab	<b>PBT:</b> Excel Ch.12 <b>Assignment:</b> Excel download assignment	10 50	Mar 19		

	<b>Assignments/Quizzes Due</b>	<b>Points</b>	<b>Due Date:</b>	<b>Done</b>	<b>Points earned</b>
	<b>Quiz:</b> Excel concepts Chapters 7-11	30			
<a href="#">Module 10</a>	<b>Quiz:</b> Careers in IT <b>Quiz:</b> Chapter 10 <b>Quiz:</b> Chapter 11  <b>OPTIONAL (BONUS) Assignments:</b> <b>WebCT:</b> Social Bookmarking <b>WebCT:</b> Blogging <b>WebCT:</b> Learning Styles & Teamwork WebQuest - Indiv. <b>WebCT:</b> Learning Styles & Teamwork WebQuest - Team <b>WebCT:</b> Analytical Movie Review <b>WebCT:</b> Podcast	20 20 20  10 20 10 20 10 10	Mar 26		
<a href="#">Module 11</a> MyItLab	<b>PBT:</b> Access Ch. 13 <b>PBT:</b> Access Ch. 14 <b>PBT:</b> Access Ch. 15	10 10 10	Apr 2		
<a href="#">Module 12</a> MyItLab	<b>PBT</b> – Access 16 <b>PBT</b> – Access 17	10 10	Apr 9		
<a href="#">Module 13</a>	<b>PBT</b> – Access 19 <b>Assignment:</b> Access download assignment <b>Quiz:</b> Access concepts Chapters 13-19	10 50 30	Apr 16		
<a href="#">Module 14</a>	<b>Quiz:</b> Chapter 12 <b>Discussion:</b> Chapter 13 <b>Quiz:</b> Chapter 13 <b>Project:</b> HTML	20 15 20 25	Apr 23		
<a href="#">Module 15</a> MyItLab	<b>Project Based Training:</b> PP Chapter 21 <b>Project Based Training:</b> PP Chapter 22 <b>Quiz:</b> PowerPoint concepts Chapters 21-22	10 10 20	Apr 30		
<a href="#">Module 16</a>	Work on completing your PowerPoint presentation Complete PowerPoint In-Class Peer Reviews	15	May 7		
<a href="#">Module 17</a> MyItLab	Complete, upload, and submit the PowerPoint presentation through the MyITLab dropbox.	50	May 9 NOON		
	Complete the End of Course Survey in WebCT located under <i>Assessments</i> .	10			

### **POINTS**

365	WebCT Concept Quizzes
75	WebCT Discussions
170	MytLab Project Based Training
110	MytLab Concept Quizzes
155	MytLab Download Assignments
10	Photo Gallery
25	HTML Project
50	PowerPoint Presentation
15	PowerPoint Peer Review
10	End of Course Survey
75	Participation
<b>1060</b>	<b>Total possible points</b>

## CIS105 ASSIGNMENT SCHEDULE

### 1 Course Objectives:

Objective 9: Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.(Ch. 1)

Objective 10: Identify terminology and the uses of technology in business and society, including limitations (Ch.1)

Objective 12: Describe how technology is used in the departments of a business and in various career paths. (Ch. 1).

Objective 1: Identify common computer hardware components and describe their uses. (Ch. 2)

Objective 11: Identify positive social and ethical behaviors when using technology and the consequences for misuse (Ch. 2)

#### Module Objectives:

- Navigate within WebCT.
- Understand the instructor guidelines and establish a plan for appropriate time management.
- Introduce yourself to your instructor and peers

#### Chapter 1

- Define computer literacy and its impact on society.
- Determine how to become a savvy computer user and consumer.
- Identify technology-driven career paths and how to take advantage of newly emerging careers.
- Identify how computers relate to business and their potential use within each potential department.
- Understand the benefits of becoming computer literate to cope with challenges associated with technology.

#### Chapter 2:

- Identify the parts of the computer—CPU, RAM, motherboard, hard drives and similar hardware and power controls.
- Understand the overall process of how computers work.
- Practice safe computing including ergonomics and green computing.

#### Apply your knowledge:

- Increase communications with classmates using a discussion board.
- Increase knowledge through reading Chapters 1 & 2.
- Apply your knowledge for Chapters 1 & 2 concepts using WebCT concept quizzes.

#### ACTIVITIES:

1. Complete each of the links in the **NEW STUDENTS START HERE** folder on the WebCT Course Content Page (Must complete before taking Course Info Quiz)
2. Read Course **Syllabus**
3. Read **TIA, Chapter 1: Why Computers Matter to You: Becoming Computer Literate** (pp. 2-26)
4. Read **TIF: The History of the PC** (34-45)
5. Read **TIA, Chapter 2: Looking at Computers: Understanding the Parts** (pp. 46-84)
6. Read **Photo Gallery** instructions (WebCT-Additional Resources for Students)  
[\(back to checklist\)](#)

#### GRADED ASSIGNMENTS::

**Quiz:** Course Info

**Discussion:** Self Introduction

**Quiz:** Chapter 1

**Quiz:** The History of the PC

**Quiz:** Chapter 2

**Upload:** Photo

### 2 Course Objectives:

Objective 4: Describe website technology (Ch. 3)

Objective 5: Use the Internet to communicate, collaborate, and retrieve information (Ch. 3), (Ch.4)

Objective 11: Identify positive social and ethical behaviors when using technology and the consequences for misuse (TIF-Ethics), (Ch. 4)

Objective 2: Identify different types of software and their uses (Ch. 4)

Objective 5: Website Technology (Ch. 4)

#### Module Objectives:

#### Chapter 3:

- Learn the origin of the Internet and the current web structure.
- Use the Internet to communicate using Web browsers, hyperlinks, and other effective tools to search the web.
- Define the parts of a websites and the appropriate web terminology.
- Communicate and collaborate using email and Web 2.0 technologies.
- Define e-commerce and safeguards for online protection.

- Understand how data travels on the Internet to connect to world wide websites.

**TIF: IT Ethics**

- Define ethics and how ethics are applied in personal and business situations.
- Determine the relationship between ethics and technology
- Distinguish the effects and ethical choices of whistle blowing with Web 2.0.
- Define piracy and copyright issues associated with technology.
- Learn the privacy issues and potential threats associated with social media, geolocation devices, and other technology devices using online communication.
- Define cyber bullying and potential consequences of the victims.

**Chapter 4:**

- Define application software and what types of software are considered application.
- Distinguish between application software and specialized application software such as media, audio, financial, drawing, educational, and ones to operate a variety of digital devices.
- Determine the appropriate software use for small and large businesses.
- Determine how to obtain software through purchasing, shareware, or freeware and the intellectual property rights of each type of software.
- Understand how to install, uninstall, and start software programs.

**Apply your knowledge:**

- Increase knowledge through reading Chapters 3, IT Ethics, and Chapter 4.
- Apply your knowledge for the chapter concepts using WebCT concept quizzes.

**ACTIVITIES:**

1. Read TIA, **Chapter 3: *Using the Internet: Making the Most of the Web's Resources*** (pp. 91-129)
2. Read **TIF: *IT Ethics*** (pp. 138-158)
3. Read TIA, **Chapter 4: *Application Software: Programs that let you work and play*** (pp. 160-198)

[\(back to checklist\)](#)

**GRADED ASSIGNMENTS:**

- Discussion:** Chapter 3  
**Quiz:** Chapter 3  
**Quiz:** IT Ethics  
**Quiz:** Chapter 4

**3 Course Objectives:**

- Objective 2: Identify different types of software and their uses (Ch. 5), TIF Computing Alternatives  
 Objective 13: Use word processing, spreadsheet, database, and presentation software. (TIF Computing Alternatives)  
 Objective 1: Identify common computer hardware components and describe their uses (Ch. 6)  
 Objective 8: Describe the steps in planning and implementing technology solutions.(Ch. 6)  
 Objective 9: Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.(Ch. 6)

**Module Objectives:**

**Chapter 5:**

- Define operating systems and its purpose in computing.
- Distinguish types of operating systems used for personal computers, networks, mainframes, mobile devices, and other computing technologies.
- Define device drivers and how and why they are installed on a computer.
- Distinguish the differences between a personal computer and a MAC operating system.
- Define utility programs and how they maintain the display, storage, backup/restore, and overall computer performance.

**TIF Computing Alternatives:**

- Explore the software and hardware alternatives for personal computers. Examine database software alternatives using the open sources software MySQL.
- Identify when to use operating system alternatives.
- Explore hardware alternatives such as a PC vs. a MAC.

**Chapter 6:**

- Learn how to assess your personal computer system hardware.
- Define a CPU, processor, memory, storage, GPU, and other hardware components.
- Identify the hardware you have on your personal computer system(s).
- Determine when, why, and how your computer system needs upgraded.
- Describe the steps in planning and implementing technology solutions when purchasing a computer.

- Assess hardware and software inclusions when pricing and purchasing a computer system.
- Explore software and hardware alternatives.

#### Apply your knowledge:

- Increase communications with classmates using a discussion board.
- Increase knowledge through reading Chapters 5, Computing Alternatives, and Chapter 6.
- Apply your knowledge of the chapter concepts using WebCT concept quizzes.

#### ACTIVITIES:

1. Read **TIA**, Chapter 5: **Using System Software: *The operating system, utility programs, and files management.*** (pp. 206-244)
2. Read **TIF, Computing Alternatives** (pp.252-264)
3. Read **TIA**, Chapter 6: **Understanding and Assessing Hardware: *Evaluating your system*** (pp. 266-298)

[\(back to checklist\)](#)

#### GRADED ASSIGNMENTS:

**Discussion:** Chapter 5  
**Quiz:** Chapter 5  
**Quiz:** Computing Alternatives  
**Quiz:** Chapter 6

## 4 Course Objectives:

Objective 2: Identify different types of software and their uses. (Windows 7 operating system)

Objective 13: Use word processing, spreadsheet, database, and presentation software. (Word Ch. 3-4)

#### Module Objectives:

- Demonstrate ability to setup and navigate within MyItLab.
- Identify components of the Windows 7 operating system using interactive student videos.
- Define Windows 7 terminology and components using the MyItLab quiz feature.
- Identify common features in Office 2010 using interactive student videos.
- Apply Office 2010 common features in a downloadable auto graded assignment.

#### Chapter 3: Word - Create Documents with Word 2010

- Apply Word performance skills to create and edit documents in Word using the interactive **PBT**.

#### Chapter 4: Word - Format and Organize Text

- Apply Word performance skills of formatting and organizing text using the MyItLab interactive **PBT**.

#### ACTIVITIES:

Go to the **Additional resources for students folder** in WebCT and select the **MyItLab Instructions** folder. Click on **SETTING UP AND USING MYITLAB** Follow the instructions to prepare for MYITLAB course activities.

Select **LEARNING HOW TO USE MYITLAB** located in the **Additional resources for students** folder in WebCT to watch and listen to the audio/video presentation preparing you for MyItLab.

Once all set up procedures are complete **AND** you are enrolled in your instructor's class, **login to MyItLab** and begin activities located under the *Content* tab in MyItLab— **ALWAYS CLICK THE MYITLAB ICON ON THE DESKTOP to LOGIN when logging in.**

Simulations/training/assignments for the performance skills of Word, Excel, Access, and PowerPoint are completed and graded within MYITLAB. The rubrics for each assignment appear as you begin the download process for the assignment. Use your Skills for Success textbook as a reference for the MyItLab assignments.

#### Chapter 1: Getting Started with Windows 7

1. Watch/Listen to the Windows 7 Getting Started Student Video.
2. Complete the Windows 7 Getting Started End-of-Chapter Quiz.

#### GRADED ASSIGNMENTS:

**Quiz:** Windows 7  
**Assignment:** Practice Download Common Features  
**PBT:** Word Chapter 3  
**PBT:** Word Chapter 4

## Chapter 2: Common Features of Office 2010

1. Watch/listen to the Common Features Student Video.
2. Complete the Practice Download Assignment.
3. Review the Practice Download Assignment Solution Sample PDF.

### Word

1. Watch/listen to the Word Chapter 3 student video.
2. Complete PBT for Word Chapter 3.
3. Watch/listen to Word Chapter 4 student video.
4. Complete Project based training PBT for Word Chapter 4. ▼

[\(back to checklist\)](#)

## 5 Course Objectives:

**Objective 13:** Use word processing, spreadsheet, database, and presentation software.

### Module Objectives:

#### Chapter 5: Word - Work with Graphics, Tabs, and Tables

- Demonstrate skills in working with graphics and tables in Word using the MyItLab interactive **PBT**.
- Understand the process of creating styles in Word using a Microsoft audio/video reference.
- Understand the process of creating a table of contents and index in Word using Microsoft articles and/or video guides.
- Demonstrate knowledge on concepts of Word performance skills through an inclusive concept quiz in MyItLab.
- Apply the skills learned in Word chapters 3-5 in an inclusive Word download assignment.

**ACTIVITIES::** CLICK THE MYITLAB ICON ON THE DESKTOP to LOGIN

#### Word 2010 - Chapter 5:

1. Watch/listen to the Word Chapter 5 student video.
2. Complete Project based training **PBT** for Word Chapter 5
3. Watch/listen: Microsoft Video on creating styles by clicking on the following link: Creating Styles in Word 2010
4. Watch/listen : Microsoft Video on creating a table of contents *Note: The video shows Microsoft Word 2007. The steps are similar in Word 2010.*
5. Read the article on Indexing in Word.
6. Review the completed sample document
7. Complete the Word Download assignment.
8. Complete the inclusive concepts Word quiz Chapters 3-5

[\(back to checklist\)](#)

### GRADED ASSIGNMENTS:

**PBT:** Word Chapter 5

**Quiz:** Word Concepts Chapters 3-5

**Assignment:** Word download assignment

## 6 Course Objectives:

**Objective 3:** Describe common uses of networks.(Ch. 7)

**Objective 1:** Identify common hardware components of computer systems and describe their uses. (TIF Under the Hood, Ch.8)

**Objective 6:** Explore system security and privacy issues. (Ch. 9)

**Objective 11:** Identify positive social and ethical behaviors when using technology and the consequences of misuse. (Ch.9)

### Module Objectives:

#### Chapter 7:

- Define networks and network administration.
- Differentiate between the types of networks (LAN) and (WAN).
- Describe network components and uses.
- Identify shared network resources and methods of communication.
- Evaluate the methods of setting up home networks.

- Characterize the advantages/disadvantages of using networks.

**TIF Under the Hood:**

- Define computer hardware under the hood of the computer such as switches, memory, and processors.
- Understand the binary number system and how it converts numbers to data.
- Define the CPU machine cycle: fetch, decode, execute, and store

**Chapter 8**

- Identify the lifestyle changes caused by digital computing.
- Understand the hardware and software requirements of digital devices such as smart phones, digital media, VOIP, and global positioning systems.
- Learn the terminology of digital devices and methods to manage them.

**Chapter 9:**

- Define viruses, malware, adware, and spyware, spam, and other types of computer invasion threats
- Comprehend how hackers can attack your computer systems.
- Identify how to prevent and manage digital data from viruses, annoyances, and privacy invasion.

**Apply your knowledge:**

- Increase communications with classmates using a discussion board.
- Increase knowledge through reading Chapters 7-9 and Under the Hood.
- Apply your knowledge of the chapter concepts using WebCT concept quizzes

**ACTIVITIES:**

1. Read **TIA**, Chapter 7: **Networking Connecting Computing Devices** (pp.306-338)
2. Read **TIF, Under the Hood** (pp. 346-361)
3. Read **TIA**, Chapter 8: **Digital Lifestyle: Managing Digital Data and Devices** (pp.362-400)
4. Read **TIA**, Chapter 9: **Securing Your System: Protecting Your Digital Data and Devices** (pp. 408-448).

[\(back to checklist\)](#)

**GRADED ASSIGNMENTS:**

**Quiz :** Chapter 7  
**Discussion:** Chapter 7  
**Quiz:** TIF Under the Hood  
**Quiz:** Chapter 8  
**Quiz:** Chapter 9

**7 Course Objectives:** Objective 13: Use word processing, spreadsheet, database, and presentation software.

Simulations/training/assignments for the performance skills of Word, Excel, Access, and PowerPoint are completed and graded within MYITLAB. The rubrics for each assignment appear as you begin the download process for the assignment. Use your Skills for Success textbook as a reference for the MyItLab assignments.

**Module Objectives:**

**Excel 2010 (Chapters 7-9: Skills for Success)**

Chapter 7: Create Workbooks with Excel 2010

Chapter 8: Create Charts

Chapter 9: Manage Multiple Worksheets

*\*Use the MyItLab student videos to observe how skills are performed and the terminology associated with each performance skill learned.*

- Demonstrate skills in creating, editing, and formatting Excel documents using the MyItLab interactive **PBT**.
- Demonstrate skills in creating and modifying Excel formulas and functions using the MyItLab interactive **PBT**.
- Demonstrate skills in creating headers, footers, and change settings using the MyItLab interactive **PBT**.
- Demonstrate skills printing, printing formulas, and scaling worksheets using the MyItLab interactive **PBT**.
- Demonstrate skills in creating and modifying charts using MyItLab interactive **PBT**.
- Apply skills to copy, paste, group, and work with dates in a spreadsheet using the MyItLab interactive **PBT**.
- Demonstrate ability to manage multiple worksheets.

**MYITLAB ACTIVITIES:** Complete the following activities in MyItLab for Excel Chapters 7-9 Read the Skills book for Excel Chapters 7-9 as an additional reference.

**GRADED ASSIGNMENTS:**

**PBT:** Excel Chapter 7  
**PBT:** Excel Chapter . 8

1. Watch/listen to the Excel Chapter 7 student video.
2. Complete PBT for Excel Chapter 7.
3. Watch/listen to Excel Chapter 8 student video.
4. Complete PBT for Excel Chapter 8.
5. Watch/listen to Excel Chapter 9 student video.
6. Complete PBT for Excel Chapter 9

**PBT:** Excel Chapter . 9

[\(back to checklist\)](#)

## **8** Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software.

### **Module Objectives:**

Excel 2010 (Skills for Success)

Chapter 10 – Use Functions and Tables.

Chapter 11 – Import Data, Create PivotTable Reports and PivotChart Reports

*\*Use the MyItLab student videos to observe how skills are performed and the terminology associated with each performance skill learned.*

- Demonstrate knowledge on creating, using, and sorting tables in Excel using MyItLab interactive **PBT**.
- Use advanced functions such as IF and conditional formatting.
- Demonstrate skills in creating and modifying Excel formulas and functions using the MyItLab interactive **PBT**.
- Apply importing data from Access databases, Word tables, and external data sources using the MyItLab interactive **PBT**.
- Demonstrate ability to create and format pivot tables and use calculated fields when creating reports using the MyItLab interactive **PBT**.

**MYITLAB ACTIVITIES:** Complete the following activities in MyItLab for Excel Chapters 10-11. Read the Skills book for Excel as an additional reference.

### **GRADED ASSIGNMENTS:**

**PBT:** Excel Chapter . 10

**PBT:** Excel Chapter . 11

1. Watch/listen to the Excel Chapter 10 student video.
2. Complete PBT for Excel Chapter 10
3. Complete PBT for Excel Chapter 11

[\(back to checklist\)](#)

## **9** Course Objectives:

Objective 7: Create macros and understand the basics of Visual Basic for Applications (VBA)

Objective 13: Use word processing, spreadsheet, database, and presentation software.

### **Module Objectives**

Chapter 12:– Share Workbooks and Create Macros

*\*Use the MyItLab student videos to observe how skills are performed and the terminology associated with each performance skill learned.*

- Demonstrate performance skills in Excel of sharing resources with reviewers using the MyItLab interactive **PBT**.
- Exhibit the ability to create macros through the recording method and/or edit or write macros using VBA.
- Apply Excel performance skills by completing a hands-on download assignment.
- Demonstrate concepts of the Excel program. .

**MYITLAB ACTIVITIES:** Complete the following activities in MyItLab for Excel Chapter 12. Read the Skills book for Excel as an additional reference.

### **GRADED ASSIGNMENTS:**

**PBT:** Excel Chapter 12

**Assignment:** Excel download

**Quiz:** Excel concepts

1. Complete PBT for Excel Chapter 12
2. Complete the Excel Download assignment.
3. Complete the inclusive concepts Excel quiz.

[\(back to checklist\)](#)

## 10 Course Objectives:

**Objective 12:** Describe how technology is used in the departments of a business and in various career paths. (TIF Careers in IT)

**Objective 8:** Describe the steps in planning and implementing technology solutions.(Ch. 10)

**Objective 9:** Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems (Ch. 10, Ch. 11)

### Module Objectives:

TIF-Careers in IT

- Describe how technology is used in various career paths

### Chapter 10:

- Define the system development life cycle (SDLC) and the phases in the cycle.
- Identify how the SDLC plans and implements technology solutions in the business environment.
- Describe the life cycle of a program.
- Identify a problem statement and how it applies to programming.)
- Define algorithms and how they are used in programming.
- Identify how a program is tested.

### Chapter 11:

- Define a database and how they are beneficial when used in business.
- Identify the components of a database.
- Define Information Systems.
- Learn the history of Structured Query Language (SQL) and define its use in databases.
- Define data integrity and its importance in database systems.

### Apply your knowledge:

- Increase knowledge through reading Chapters 10-11 and Careers in IT.
- Apply your knowledge for the chapter concepts using WebCT concept quizzes

### Optional Assignment Objectives:

- Demonstrate a basic understanding of social bookmarking by setting up and utilizing a social bookmarking site, adding bookmarks with tags, and sharing bookmarks with others.
- Use Web resources to create and publish a blog and reflect on findings.
- Determine and reflect on learning styles and their application to teamwork.
- Demonstrate teamwork skills through completing a team project using technology learned in class.
- Critically examine the issues of technology, cyber forensics, cyber security, and privacy in popular media.
- Use Web resources to create and publish a podcast and reflect findings

### Apply your knowledge:

- Apply your knowledge of new technology using special optional projects

### ACTIVITIES:

1. Read **TIF - Careers in IT** (pp. 456-470)
2. Read **TIA**, Chapter 10: **Behind the Scenes: Building Applications** (pp. 472-508)
3. Read **TIA**: Chapter 11: **Behind the Scenes: Database and Information Systems** (pp. 516-554)

### OPTIONAL ACTIVITIES

(Details located under *Additional Resources for Student in WebCT*)

1. Read **Social Bookmarking** assignment instructions
2. Read **Blogging** assignment instructions
3. Read **Learning Styles & Teamwork WebQuest** assignment instructions
4. Read **Analytical Movie Review** assignment instructions
5. Read **Podcast** assignment instructions

### GRADED ASSIGNMENTS:

**Quiz:** Careers in IT

**Quiz:** Chapter 10

**Quiz:** Chapter 11

### OPTIONAL ASSIGNMENTS:

**WebCT:** Social Bookmarking

**WebCT:** Blogging

**WebCT:** WebQuest-Individual

**WebCT:** WebQuest-Team

**WebCT:** Analytical Movie Review

**WebCT:** Podcast

## 11 Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software.

Simulations/training/assignments for the performance skills of Word, Excel, Access, and PowerPoint are completed and graded within MYITLAB. The rubrics for each assignment appear as you begin the download process for the assignment. Use your Skills for Success textbook as a reference for the MyItLab assignments.

### Module Objectives:

#### Access 2010 (Chapters 13-15: Skills for Success)

Chapter 13: Access - Work with Databases and Create Tables

Chapter 14: Access - Manage Datasheets and Create Queries

Chapter 15: Access - Create Forms

- Learn to design, create, open, and edit Access database and data properties using the MyItLab interactive **PBT**.
- Demonstrate how to create a table in different views and enter data in Access using the MyItLab interactive **PBT**.
- Determine methods of sorting and sorting with more than one level.
- Distinguish the difference of a related or unrelated table and how a database can form a relationship.
- Demonstrate how to create and manage queries to filter and/or calculate data using criteria and comparison operators in Access. Using the interactive PBT to learn these skills.
- Demonstrate performance skills to create, preview, and print reports data from the Access database using the MyItLab interactive PBT.

**MYITLAB ACTIVITIES:** Complete the following activities in MyItLab Access Chapters 13-15. Read the Skills book for Excel as an additional reference.

1. Watch student video for Access Chapter 13
2. Complete PBT for Access Chapter 13
3. Watch student video for Access Chapter 14
4. Complete PBT for Access Chapter 14
5. Watch student video for Access Chapter 15
6. Complete PBT for Access Chapter 15

### GRADED ASSIGNMENTS:

**PBT:** Access Chapter 13

**PBT:** Access Chapter 14

**PBT:** Access Chapter 15

## 12 Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software

### Module Objectives:

#### Access 2010 - (Chapters 16-17: Skills for Success)

Chapter 16: Access - Create Reports

Chapter 17: Access - Add Advanced Form Features

- Demonstrate skills of creating reports with formatting themes and layouts using the MyItLab interactive **PBT**.
- Understand various methods to format and filter data in reports using the MyItLab interactive **PBT**.
- Distinguish what programs an Access report can be export to for use in another software program.
- Demonstrate how to create a pivot table report, form, and pivot chart in Access 2010 using the MyItLab interactive **PBT**.
- Apply special effects and validation controls in forms.

### MYITLAB ACTIVITIES:

1. Watch student video for Access Chapter 16
2. Complete PBT for Access Chapter 16

### GRADED ASSIGNMENTS:

**PBT:** Access Chapter 16

**PBT:** Access Chapter 17

### 3. Complete PBT for Access Chapter 17

[\(back to checklist\)](#)

## **13** Course Objectives:

Objective 7: Create macros and understand the basics of Visual Basic for Applications (VBA)

Objective 13: Use word processing, spreadsheet, database, and presentation software.

### **Module Objectives: Access 2010 - (Chapters 18-20: Skills for Success)**

#### **Chapter 18: Access – Optimize Tables and Create Macros**

#### **Chapter 19: Access - Build Macros and Write VBA Procedures, and Chapter 20: SQL**

- Construct, test, and edit macros in Access 2010 using the interactive MyItLab **PBT**.
- Construct conditions and comments to macros.
- Develop custom buttons and toolbars and convert Macros to VBA.
- Develop VBA procedures and statements to work with variables and debug as needed.
- Apply Access performance skills for Chapters 13-20 by completing a hands-on download assignment.
- Demonstrate concepts of the Access database program in MyItLab concept quiz.

#### **MYITLAB ACTIVITIES:**

1. Read the PowerPoint (Parts 1 & 2) for Access Chapter 18
2. Complete PBT for Access Chapter 19
3. Complete the Access Download assignment.
4. Complete the inclusive concepts Access quiz

#### **GRADED ACTIVITIES:**

**PBT:** Access Chapter 19

**Assignment:** Access download

**Quiz:** Access concepts

[\(back to checklist\)](#)

## **14** Course Objectives:

Objective 2: Identify different types of software and their uses.(Ch. 12)

Objective 3: Describe common uses of networks. (Ch. 12, Ch13)

Objective 4: Describe Website Technology. (Ch. 13)

Objective 5: Use the Internet to communicate, collaborate, and retrieve information. (Ch. 13)

### **Module Objectives:**

#### **Chapter 12:**

- Identify the advantages of a business network.
- Distinguish how a client/server network differs from a peer-to-peer network.
- Understand different classifications of client/server networks and necessary components.
- Identify the operating system software needs of a client/server network and how it controls network communications.
- Determine the devices that assist data to move around a client/server network.
- Identify the measures employers take to secure large networks.

#### **Chapter 13:**

- Understands the ownership, management, costs associated with the Internet.
- Distinguish the Internet's networking components and how they interact.
- Identify the data transmissions and protocols the Internet uses.
- Determine why IP addresses and domain names are important for Internet communications.
- Define FTP and Telnet, and how do they are used to communicate with the Internet.
- Identify website technology using HTML/XHTML and XML.
- Learn how businesses use the Internet to reduce computing costs.

#### **APPLY YOUR KNOWLEDGE:**

- Increase knowledge through reading Chapters 12-13.
- Apply your knowledge for the chapter concepts using WebCT concept quizzes
- Increase communication through discussions

#### **ACTIVITIES:**

#### **GRADED ASSIGNMENTS:**

1. Read **TIA**, Chapter 12: **Behind the Scenes: Networking and Security in the Business World** (pp. 606-638)
2. Read **TIA**, Chapter 13: **Behind the Scenes: The Internet and How It Works** (pp.562-598)

**Quiz:** Chapter 12  
**Discussion:** Chapter 13  
**Quiz:** Chapter 13

[\(back to checklist\)](#)

## 15 Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software. (PowerPoint Ch. 21-22)

### Module Objectives:

#### PowerPoint 2010 (Chapters 21-22: Skills for Success)

- Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
- Demonstrate knowledge of opening, viewing, saving and formatting presentations in PowerPoint 2010
- Apply the PowerPoint skills appropriately for business and/or personal use

**MYITLAB ACTIVITIES:** As an additional reference, read the **Skills** book for PowerPoint.

1. Watch student video for PowerPoint Chapter 21
2. Watch student video for PowerPoint Chapter 22

### GRADED ASSIGNMENTS:

**PBT:** PP Chapter 21  
**PBT:** PP Chapter 22  
**Quiz:** PP Concepts

[\(back to checklist\)](#)

## 16 Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software. (PowerPoint Ch. 21-22)

### Module Objective:

- Apply the PowerPoint skills learned in MyITLab Chapters 21 and 22 by completing a PowerPoint presentation.

### MYITLAB ACTIVITIES:

1. Print the instructions for the assignment.
2. In that same area, print the rubric as your grade guideline.
3. Work on your completing your PowerPoint presentation dropbox assignment. Instructions are located in MyITLab

### GRADED ASSIGNMENTS:

Due by Week 17 at 11:59 PM.  
No exceptions.

[\(back to checklist\)](#)

## 17

### Course Objectives:

Objective 13: Use word processing, spreadsheet, database, and presentation software. (PowerPoint Ch. 21-22)

### MYITLAB ACTIVITIES:

1. Submit Final PowerPoint Presentation

### GRADED ASSIGNMENTS:

**PP Dropbox:** PowerPoint Presentation

### ACTIVITIES:

1. Complete the End of Course Survey (in WebCT Assessment section)

**Survey: End of Course Survey**

[\(back to checklist\)](#)