ADM 171 – Microcomputer Applications II
Prerequisite: ADM 131
3 Credit Hours (Lecture)

Department:

Business

Course Description:

This course provides advanced instruction on how to use database and spreadsheet software programs. The course is designed to give students in-depth knowledge for using Microsoft Excel and Access. Students will create and manage databases and spreadsheets along with exploring the Internet as a valuable tool in today’s business.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Create worksheets with embedded charts.
2. Enter formulas and functions into worksheets.
3. Create customized worksheets using formatting functions.
4. E-mail worksheets from within Excel.
5. Apply what-if analysis within a worksheet.
6. Use commands to work with large spreadsheets.
7. Create a database by defining the fields in a table and adding records.
8. Create and run queries to display specific records and or fields.
9. Use wildcards, numeric data, comparison operators, and compound criteria.
10. Join tables in a query and restrict the records.
11. Edit or delete contents of records.
12. Update a table with validation rules and referential integrity.
13. Create single-field and multiple-field indexes.
14. Specify a required file, range, default value, legal value, and format.

Course Content:

A. Creating a Worksheet and an Embedded Chart
B. Formulas, Functions, Formatting, and Web Queries
C. What-If Analysis, Charting, and Working with Large Worksheets
D. Creating and Using a Database
E. Querying a Database
F. Maintaining a Database

Learning Assessments:

Course competencies will be assessed by the use of graded assignments, projects, presentations, quizzes, and exams.
Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.