TIFFIN UNIVERSITY / ONLINE

ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations
(3 credit hours)
Course Syllabus

Course Description

The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Describe how the functions of Microsoft Office relate to the categorizations of crime analysis.

2. Analyze and evaluate the functions and principles of relational databases.

3. Apply principles of relational database design to solve crime-related problems.

4. Aggregate and summarize large datasets using Excel pivot tables.

5. Apply spreadsheet calculations to common crime analysis scenarios.

6. Create clear and effective charts in Microsoft Excel.

7. Create professional bulletins and publications using Microsoft Word.

8. Create effective and professional presentations using Microsoft PowerPoint.

Required Textbook(s) and Resources

Wilson, K. (2020). Exploring Microsoft Office: The illustrated, practical guide to using Office and Microsoft 365. Elluminet Press.

A digital version of your book is included automatically as part of your course fees. You can access your book through the DragonACCESS tool below.

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International Association of Crime Analysts. (2017). Exploring crime analysis: Readings on essential skills. (3rd ed.). CreateSpace Independent Publishing Platform.

This book is a physical textbook that is included in the DragonACCESS program. They will be shipped up to two weeks before the start of the semester as soon as you confirm your address with the bookstore using the Shipping Form.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the [Tiffin University Library](). You might consider registering for one of the library's many webinars on library research, source evaluation, copyright, and other topics, at the [Library Events - Upcoming Events]() web page. For further assistance email a librarian, at: [library@tiffin.edu]().

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).

2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.

3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET** on **Wednesdays.**

4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET** on **Saturdays, and**

5. Major assignments and reflections are typically due by **11:55 p.m. ET** on **Sundays.**

Learning Activities

This course entwines study of crime analysis with hands-on techniques in the Microsoft Office suite. You will complete analysis of crime data in various software applications and explore the logical aspects and practical strategies of crime analysis through discussions with your classmates and instructor.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussions Activity 1.1 (n/a) Activity 1.2 (50)	Discussions Activity 2.1 (50)	Discussions Activity 3.1 (50)	Discussions Activity 4.1 (50)	Discussions Activity 5.1 (50)	Discussions Activity 6.1 (50)	Discussions Activity 7.1 (50)	350
Assignments Activity 1.3 (80)	Assignments Activity 2.2 (95)	Assignments Activity 3.2 (95)	Assignments Activity 4.2 (95)	Assignments Activity 5.2 (95)	Assignments Activity 6.2 (95)	Assignments Activity 7.2 (95)	650
130	145	145	145	145	145	145	1000

Grading Scale

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
F	<70%

Please see the Academic Bulletin for grade appeal information.

Course Schedule and Weekly Checklist

Start Here

☐ MON: Introduction (Forum) - Initial Post

Week 1 – Computer Applications in Crime Analysis

☐ WED: Introduction (Forum) - Secondary Post
☐ WED: Activity 1.2 – Benefits and Drawbacks of Computerization
☐ SAT: Discussion Responses

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☐ SUN: Activity 1.3 – Microsoft Applications and Functions

Week 2 – Data Management in Access

☐ WED: Activity 2.1 – Relational Databases in Everyday Life

☐ SAT: Discussion Responses

☐ SUN: Activity 2.2 – Creating an Operational Database

Week 3 – Data Queries in Access

☐ WED: Activity 3.1 – Tactical Analysis of Crime Patterns

☐ SAT: Discussion Responses

☐ SUN: Activity 3.2 – Querying Police Data

Week 4 – Querying and Charting in Excel

☐ WED: Activity 4.1 – How to Lie with Charts

☐ SAT: Discussion Responses

☐ SUN: Activity 4.2 – Excel Charts and Data Analysis

Week 5 – Statistics and Formulas in Excel

☐ WED: Activity 5.1 – Analyzing Data in Access and Excel

☐ SAT: Discussion Responses

☐ SUN: Activity 5.2 – Tactical Forecasting

Week 6 – Crime Analysis and Microsoft Word

☐ WED: Activity 6.1 - Elements of Style and Writing Well

☐ SAT: Discussion Responses

☐ SUN: Activity 6.2 – Create a Crime Bulletin

Week 7 – Crime Analysis Presentations in PowerPoint

☐ WED: Activity 7.1 - The Good, the Bad, and the Ugly in PowerPoint

☐ THURS: Activity 7.2 – Create a Tactical Presentation

☐ SAT: Discussion Responses

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Tips for Success

Successful online learning requires a good deal of self-discipline and self-direction. As seekers of the truth, we should be willing to challenge and review one another's academic work in a spirit of respectful comradery and constructiveness. Your course is a place for you to stretch and grow as you benefit from the expertise, knowledge, experience and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge, understanding and application.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

Your Instructor Will Expect You to:

- Thoroughly review orientation materials (Start Here) within the first 48 hours of the term.

- Monitor your TU email account **daily** for important updates and announcements.

- Take ownership of your learning experience and act in a proactive, self-directed manner. That means:

  o Fully participate in all learning activities.

  o Complete assignments as described in rubrics or other instructions.

  o Submit all work on time and in the specified format (e.g. APA format for citations). Late assignments will be accepted at the discretion of your instructor. Penalties may apply.

  o Utilize and incorporate instructor provided feedback to improve your work.

  o Ask questions so you can better understand course material or assignments.

  o Use the highest standards of intellectual honesty and integrity. For more information, see the TU Library guide: [Digital Literacy: Netiquette and Internet Safety](#).

  o Treat others respectfully and demonstrate "netiquette" (online politeness and respectfulness) at all times. TU celebrates cultural uniqueness and expects all students to be considerate and thoughtful throughout their learning experiences.

You Should Expect Your Instructors to:

- Post an introductory announcement/email at the beginning of each week to provide updates and help you prepare for the week's activities.

- Maintain an active and engaged presence in all course activities and throughout the course.

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- Respond to your emailed questions within 48 hours, if not sooner.

- Clearly communicate any absences or expected non-participation due to extenuating circumstances. For example, "I will be traveling to attend a funeral this week and may not be able to respond to questions or participate in forums for a couple of days."

- When grading your work:

  o clearly indicate their grading approach (what they like to see in submitted work as well as what types of errors they tend to penalize more harshly),

  o thoroughly review and evaluate your submissions in a timely manner (in less than 5 days for most assignments), and

  o provide constructive feedback that indicates the strengths and weaknesses of your work and provides suggestions on how you can improve your performance on future assignments.

- Advocate for your success as a learner and help guide you toward successful completion of the course activities and most importantly, attainment of the course learning outcomes.

Accommodations

The **Office for Disability Services** supports the institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990.

If you need reasonable accommodations due to a documented disability, contact the Office for Equity, Access, & Opportunity 419.448.3021 or via email at disabilityservices@tiffin.edu.

Additional Resources & Support

For technical support, either email moodlesupport@tiffin.edu or call the 24/7 Technical Support Call Center at 855-664-1200.

If you need to consult an academic advisor refer to TU's Meet the Team page.

For information about TU's peer tutoring program see the Murphy Center's Tutoring Policies and Procedures page. Veterans and active military can seek assistance from TU's Veteran and Military Services Web Page.

Comments or Concerns

TU's online programs are designed to be student *driven*: to empower you with a voice and stake in your learning. Our courses feature multiple and varied ways that you can share feedback, and we invite you to become an active voice and help drive our improvement

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efforts. In addition to providing in-course feedback, we encourage you to submit questions or comments directly to the online team at online@tiffin.edu.