CSA105 –Introduction to Software Applications

Course Syllabus

Semester: Fall 2017

Instructor: Ruth G. Tureckova
Class Location and Day/Time: Room E125 on Friday from 11 a.m. to 1:45 p.m..
Private Contact Methods: Blackboard Messages (preferred) **then text me to let me know there is a message**
I should look foR. Phone Number: 401-742-1594 (texting is encouraged)
As a last resort you can Email RTureckova@trcc.commnet.edu **then text me**
Public Blackboard Discussions: all students and instructor communications on class topics - this is the primary student to student communication method
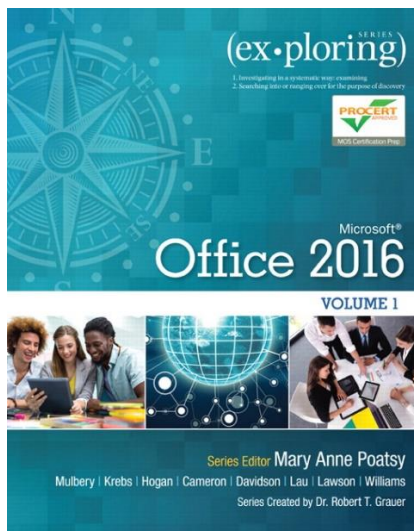Campus Office Hours: **By appointment** 401-742-1594

Instructor Response Time Objectives: Electronic Messages - 48 hours (weekdays), 72 hours (weekends)
                    Discussion posts - 24 hours (weekdays), 48 hours (weekends)
                    Assignment grading – 1 week or less from due date (no assignments are graded before the due date)
                    Phone messages – 72 hours (weekdays), 96 hours (weekends)

Required Text:

Do Not open the access code before class.
Exploring Microsoft Office 2016 Volume 1 by Poatsy, Mulbery, Krebs, Hogan, Rutledge, Cameron, Davidson, Lawson, Williams, Lau & Grauer Prentice Hall Publishing, Copyright Year 2017
This text is sold through the Three Rivers bookstore bundled with: the access code for the Prentice Hall MyITLab site **(MyITLab is required for this class)** and may include a 180-day trial subscription to Office 2016. If purchasing this textbook elsewhere be sure to obtain the proper edition (Exploring Microsoft Office 2016 Volume 1 ©2017 | Spiral Bound | ISBN-13: 9780134320793 | Suggested retail price: $193.80 | which may **or may not** include an Office 2016 trial and/or a MyITLab license. Becareful you MUST have the MyITLab license/access code from week 1 of this course.

MyITLab provides access to an e-text version of the textbook and the bookstore has the MyITLab license for sale separately as well.

The Office 2016 trial software does not install on your computer, it downloads from the Microsoft cloud. You will need Windows 10 and Office 2016 with Word, Excel, PowerPoint and Access **and a** MyITLab access code in order to complete the class exercises and homework. Windows 10 and Office 2016 are available in the computer labs on campus. **Only some** but not all of the class exercises can be done using a MAC. No software installation support is provided by TRCC faculty or staff.

Student Data Files for Homework: These files are needed to complete **the homework exercises**. We will download these files during the first class, **but you must have a USB key with you.** They can be downloaded at a later date if desired from Blackboard or via the website http://www.pearsonhighered.com/exploring/.

Supplies and Materials: You must bring a removable storage device (memory stick, aka travel drive, USB drive, jump drive etc.) **to every class**. I also recommend a three-ring binder with dividers, a pen and some paper.

Course Pace: Please refer to the Course Outline below for details of what chapter we will be covering each week. Generally we will cover one chapter a week, homework will be assigned once we have covered the chapter in class and will be due 5 to 7 days later, depending on the week. An assignments score will be reduced by 10% if submitted after the due date and before the cutoff date. Assignments after the cutoff date will receive zero.

Course Description: The course begins with a brief introduction to computing concepts and to the Windows environment and file handling. It continues with an introduction to Microsoft Office 2016 and then goes into details on its components (Microsoft Word, Excel, PowerPoint and Access).

Course Objectives
o To provide the student with guidelines for electronic communication techniques in a business/academic environment and the opportunity to use these techniques for class activities throughout the semester. Specifically this will include Blackboard class announcements, discussions, messages, assignment submissions, and other techniques as appropriate. In addition, this will include the opportunity to use your TRCC online learning portfolio in Digication for certain class activities.
o To provide the student with basic knowledge of and ability to use in a business/academic environment, word processing, spreadsheet, relational database, and presentation graphics applications.
o Specifically using Office 2016 applications on a Windows operating system, at the course completion students will be able to describe and use application features including but not limited to the following:

Windows	Office Fundamentals
Navigate interface and dialog boxes.	Open, save and print a document.
Search for files and folders	Select, edit, insert, move, and copy text
Word	**Excel**
Set margins and specify page orientation.	Define worksheets and workbooks.
Insert page breaks, headers and footers.	Plan for good workbook and worksheet design.
Add page numbers and insert a cover page.	Enter and edit data in cells and display cell formulas.
Create sections, check spelling and grammar.	Use cell ranges, move, copy, and paste cells and cell ranges.
Control word-wrapping.	Manage and format worksheets.
Set off paragraphs and apply paragraph controls.	Create and copy formulas.
Create a table of contents and an index	Use relative, absolute, and mixed cell references.
Work with tables.	Use basic statistical functions, date functions and the IF, VLOOKUP, and PMT functions.
Insert clip art, images, WordArt and symbols.	Create, modify, embed and print charts.
Insert comments, track changes.	Work with large worksheet.
Compare and combine documents.	Explore basic table management, filter, sort and total data.
Create master documents and subdocuments.	
Acknowledge a source, create a bibliography and select a writing style.	
Create and modify footnotes and endnotes.	
Share and collaborate documents.	
Access	**PowerPoint**
Explore, describe and navigate among the objects in an Access database.	Use slide layouts, apply design themes, add a table, insert clip art.
Backup, compact and repair Access files.	Use transitions and animations.
Create filters, sort table data.	Run and navigate within a slideshow.
Work with different views in Access objects.	Create a presentation using a template.
Create tables, understand and establish table relationships.	Create a presentation in outline view.
Share data with Excel.	Add existing content to a presentation.
Create, copy and run a query.	Insert a header or footer.
Create calculated fields and expressions.	Create shapes, SmartArt, WordArt.
Perform date arithmetic, work with data aggregates.	Modify and arrange objects.
Create and edit a report.	Insert and modify a picture.

Class structure:

☐ This is a very hands-on course. Before each class you will download a few 'starter files' to your usb key. During class I will demonstrate a skill that you will then duplicate in your file. At the end of every class you will upload complete files for me to asses.

☐We will be using Blackboard Learn which can be accessed through MyCommnet to:

- Post Assignments and the Final Project
- Post quizzes
- Post grades
- Provide data files to be used in class
- Provide data files to be used for homework

☐ You will use Blackboard to:

- Understand the course through the syllabus and other information that is posted
- Communicate with me via the Messages link
- Communicate with other members of the course and me through the Discussion Boards
- Download and print assignment sheets and other instructions
- Download data files used in class and for homework
- Upload some of your assignment files that are completed, some will be within MyITLab – explained below.
- Submit a completed assignment each week by providing a comment within the assignment
- Complete quizzes
- Review your grades

☐ You will use MyITLab to complete a portion of your homework tasks, by doing some or all of the following:

- Completing simulation/Hands-on Exercises that build upon the exercises we will complete together in class. Completed 100% within MyITLab.
- Completing a Mid-Level Grader Exercise – that test your ability to implement what you have learned. You will
  - o download instructions and starter files from MyITLab
  - o complete the tasks on your computer within your Office 2016 software application
  - o upload the complete files and submit to see your score within minutes
  - o you will usually be given 2 opportunities to submit each Mid-Level Exercise.
  - o after your first submission be sure to look at the **results report,** learn from your mistakes and make corrections when you re-do the file before resubmitting the file for your final score.
  - o NOTE: on one or two occasions you will be given a third opportunity to resubmit. Be sure to read homework instructions each week.
- Completing a Grader Exercise – that test your ability to implement what you have learned in a slightly more difficult exercise. The steps will be the same as the Mid-Level Grader above.

☐ Even if ALL assignments files where submitted in MyITLab and there are no textbook files to submit in Blackboard you **MUST STILL RETURN to the Blackboard Course Content Assignment area and submit a comment that you have completed the full assignment. I CAN NOT transfer grades thus give you a grade in Blackboard unless you have submitted files or at the least a comment in the assignment in Blackboard.**

☐ Reading the material prior to the class will be part of your homework assignment, **this is especially important if a topic is completely new to you.**   Complete the Key Terms and Multiple Choice questions.

☐ Students are required to make up missed homework and exams resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

Course Evaluation: Course evaluation will be based on computer assignments, quizzes, class/online participation in discussions and the final project. The final grade for this course will be determined by the following percentages:

Homework Assignments	40%
Quizzes	20%
Final Project	30%
Discussion/Participation/Attendance	10%

Homework Assignments: I am repeating this information because it is important. Class assignments should be submitted on or before the due date and time. An assignment will lose 10% of the score for that assignment if submitted late. No assignments will be accepted after the cutoff date. Assignments will be graded on professionalism, accuracy, style and completeness. The details for each assignment, including work to be done and the due date and cutoff date, will be posted in that assignment's area in Blackboard. For example Word week 1 will be found in MyCommnet/Blackboard/Homework/Word/Word Ch 1.

Quizzes: Quizzes will be multiple choice and will cover material from the text, exercises, assignments and presentations. They will usually be open book, timed, computer-based tests that will be completed outside of class hours.

Discussion/Participation: You are allowed to miss 2 classes without being penalized. This portion of your grade will take into account overall attendance, participation in review questions, ability to follow along in class and participation in the discussion board online.

Instructor's Attendance Policy:
Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course. **Please notify the instructor if you will not be attending a class session by sending a text to 401-742-1594.**

Course grades: Grades will be assigned as objectively as possible, according to the following scale (with plus or minus, as appropriate):

A	94	- 100
A-	90	- 93
B+	87	- 89
B	83	- 86
B-	80	- 82
C+	77	- 79
C	73	- 76
C-	70	- 72
D+	67	- 69
D	63	- 66
D-	60	- 62
F	00	- 59

Digication: As a student, you will maintain an online learning portfolio using a TRCC designed template. Through this electronic tool, you can see your own growth in college-wide learning. It may even help you to find the major that is a match to you. You can keep this Digication account after graduation, too. A Three Rivers

General Education Assessment Team will select random works and review them so that we can improve the college experience for all. Your name will not be attached to any of the assessment work; it is private. This tool will also be a "place" where you can connect your learning from the classroom, school, and life. Sometimes when you look at all of the work you have done and think about it, you learn something else. In Digication, you will be able to make other portfolios, too. It's like a file cabinet with the ability to have multiple but separate files. What is exciting about the electronic tool is when you look inside you will see you are developing in new ways! Look at your class outline to see what assignments to post into the TRCC Template; you may post your own choices, too. Have fun in learning!

Class cancellations: Notification of Cancelled Class:

If circumstances allow, I will post an announcement in Blackboard Learn if I am unable to attend a class. If you have provided me with your cellphone number I will also try to send a group text. Obviously, if the College has announced a full college closing, I will not be in attendance. Please note online work may be assigned to make up for the missed class and allow us to stay on track.

Withdrawing from the course: A student who simply stops submitting work will receive the grade earned on that work, usually a failing grade. To receive a "W" grade instead, apply for a withdrawal through the registrar's office. A "W" will be entered on the student transcript. An "N" (implicit withdrawal) may be entered for a student that stops submitting work before 60% of the class is completed.

Academic Integrity: Students are expected to do their own work in this class. **Working together to better understand the material is acceptable. Submitting duplicate work is not** and will adversely affect the assignment grade. Example violations include but are not limited to:

o Copying or sharing a file or any portion of a file from another student.
o Sharing or allowing another student to copy your files or any portion of a file.
o Duplicating or distributing copies of licenses for software programs and/or services.

Cellular Phones and Beepers:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are **turned off or turned to a silent mode**. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should **speak to the instructor prior to class** so that together they can arrive at an agreement.

Students with Disabilities: If you are a student with a disability and believe you will need support services and/or accommodations for this class, please contact the Disabilities Support Services at TRCC. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

Logging on to Network:
1. Username = Student ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter only capitalized) + &
   + last 4 digits of SSN (password is case sensitive)
          Example: Oct&6789
                  for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

To Reset Forgotten Password: http://www.commnet.edu/netid/
The Course outline is listed in a separate link within Blackboard Learns and will updated if necessary throughout the semester.

Board of Regents for Higher Education and Connecticut State Colleges and Universities Policy Regarding Sexual Misconduct Reporting, Support Services and Processes Policy:

Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:
"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking."

Title IX Statement of Policy:

"Title IX of the Education Amendments Act of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected by Title IX, regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin, in all aspects of educational programs and activities."

Please Report Student Incidents to: Edward A. Derr, Student Diversity and Title IX Coordinator
Admissions Welcome Center * Office A116
574 New London Turnpike, Norwich CT 06360
860.215.9255 * EDerr@trcc.commnet.edu