

# CSA105 - Introduction to Software Applications - ONLINE

## Course Syllabus

Semester: Fall 2017

Instructor: Gina M. Laudone

Private Contact Methods: Blackboard Messages (preferred) *or*

Email [glaudone@trcc.commmnet.edu](mailto:glaudone@trcc.commmnet.edu) (emergency only) for private (one-to-one) communications

Phone Number: 401-741-5680 (texting is allowed, but please try Blackboard Message as first option, if you need to get a hold of me urgently then you may text me)

Public Blackboard Discussions: all students and instructor communications on class topics - this is the primary class communication method

Campus Office Hours: **By appointment.**

Web Ex Meeting: Available Upon Request

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 the cut off date (no assignments are graded before the due date)

Text/Phone messages – 24 hours (weekdays), 72 hours (weekends)

## Required Text/Software:

### Required Text Book:

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**). 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 a MyITLab license. **Be careful you MUST have the MyITLab license/access code. Purchasing the book and code separately normal ends up costing the student more money.**

MyITLab also provides access to an e-text version of the textbook and the bookstore has the MyITLab license for sale separately as well. So if you don't mind not having a hard copy of the book this is a viable option.

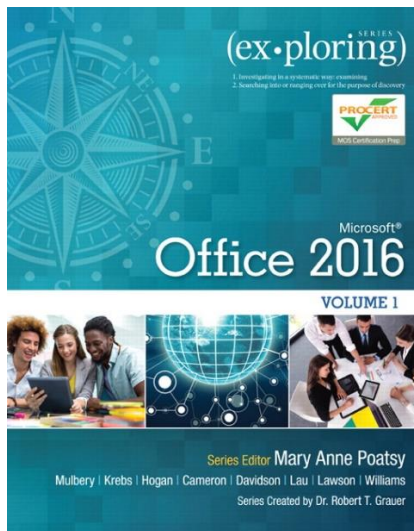
### Required Software:

You will Office 2016 with Word, Excel, PowerPoint and Access. All students can use Office 2016 at no cost with their Three Rivers email address. Please see the link in Blackboard if needed. Also, Windows 10 and Office 2016 are available in the campus computer labs.

ALL students **must have a MyITLab access code** (see text above regarding being bundled with book) in order to complete the class exercises and homework.

**Only some** but not all of the class exercises can be done using a MAC.

**Please Note:** No software installation support is provided by TRCC faculty or staff. It is the students responsibility to ensure they have the correct software to do their homework.



**Student Data Files:** These files are needed to complete **homework given from the book**. You can download them from Blackboard by following the directions in Blackboard under: **Student Data Files Needed for Book Work**.

**Course Pace:** Please refer to the **Course Outline below** for details of what chapter we will be covering each week. Since this is a 15 week course we will be covering 1 chapter per week, although some weeks it will be 2 chapters. All homework assignments will be posted with a due date and a cutoff date. An assignments score will be reduced by 10% if submitted after the due date and before the cutoff date. Assignments will not be accepted after the cutoff date and students will receive a zero.

**Course Description:** The course begins with a brief introduction to computing concepts and continues with an introduction to Microsoft Office 2016 and then goes into details on its components (Microsoft Word, Excel, Access and PowerPoint). The student is expected to have some knowledge of saving and copying files.

### Course Objectives

- 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.
- 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.
- At the course completion students will be able to describe and use application features including but not limited to the following:

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

### **Class structure:**

- Videos will be posted in the Course Content folder each week. Students should view the videos to learn the material. Students should also review the book material. Homework assignments will be released every week with a due date and cutoff date. In most cases students will have a week to complete the assignments.
- I will be using Blackboard Learn which can be accessed through MyCommnet to:
  - Post PowerPoints and Videos to aid in Learning (See Course Content Folder)
  - Post Assignments and the Final Project
  - Post quizzes
  - Post grades
  - Provide data files to be used for book 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 for homework
  - Upload some of your assignment files that are completed, some will be within MyITLab – explained below.
  - Submit completed assignments with a comment.
  - 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 to help learn the material. Completed 100% within MyITLab.
  - Complete Practice Assignment from Book – this work will be done using Office 2016 and completed files will be uploaded to the assignment in Blackboard. (you do not use MyITLab for this step). I recommend doing the practice after the simulation but BEFORE the mid-level and grader as each of these get progressively harder.
  - Completing a Mid-Level Grader Exercise – that test your ability to implement what you have learned. You will:
    - download instructions and starter files from MyITLab
    - complete the tasks on your computer within your Office 2016 software application
    - upload the complete files and submit to see your score within minutes
    - you will usually be given 2 opportunities to submit each Mid-Level Exercise.
    - 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.
    - 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 were submitted in MyITLab and there are no textbook files to submit in Blackboard you **MUST STILL RETURN to the Blackboard Assignment area and submit a comment that you have completed the full assignment. I CAN NOT give you a grade in Blackboard unless you have submitted files or at the least a comment in the assignment in Blackboard.**
- Some videos will be used to explain the material, but students will always need to read the chapter prior to doing the homework.

**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 | 35% |
| Quizzes              | 25% |
| Final Project        | 30% |
| Discussion           | 10% |
| Board/Communication  |     |

**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 the assignment section of Blackboard. Once all work is complete you must click submit in Blackboard to allow the instructor to know you **have completed all work in MyITLab – failure to do so could result in a zero grade!!**

**Quizzes:** Quizzes will be multiple choice and will cover material from the text, exercises, assignments and presentations.

**Discussion/Participation:** This portion of your grade will take into account your discussion board participation, comments submitted via your assignments and overall communication with the instructor.

**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!

**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 by December 11th. 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:

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

**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 onto Blackboard**

**Use this link for help on how to log in:**

<http://blackboardsupport.trcc.edu/display/TRSS/STUDENT+LOGIN>

**To Reset Forgotten Password:** <http://www.commnet.edu/netid/>

**The Course outline** listed below will not be updated throughout the semester. HOWEVER, the Detailed Course Outline is listed as a separate document within Blackboard – Syllabus and General Information – that independent version of dates and topics will be updated as warranted.

| <b>Topics</b>                                     | <b>Week</b> | <b>Text Assignments – Homework Assignments will be posted in Blackboard</b> |
|---|-------------|---|
| Blackboard, MyITLab, Common Features,             | 8/29        | Common Features, pp.64-129  |
| Introduction to Word                              | 9/5         | Word Chapter 1, pp. 130-196   |
| Document Presentation                             | 9/12        | Word Chapter 2, pp. 198 – 267   |
| Document Productivity                             | 9/19        | Word Chapter 3, pp. 268 – 331   |
| Collaboration and Research                        | 9/26        | Word Chapter 4, pp. 332 – 400   |
| Introduction to Excel                             | 10/3        | Excel Chapter 1, pp. 402 - 485  |
| Formulas and Functions                            | 10/10       | Excel Chapter 2, pp. 486 – 531  |
| Charts  | 10/17       | Excel Chapter 3, pp. 532 – 595  |
| Datasets and Tables                               | 10/24       | Excel Chapter 4, pp. 596 – 661  |
| Introduction to Access                            | 10/31       | Access Chapter 1, pp. 662 – 731   |
| Tables and Queries in Relational Databases        | 11/7        | Access Chapter 2, pp. 732 – 809   |
| Creating and Using Professional Forms and Reports | 11/14       | Access Chapter 4, pp. 862 – 923   |
| Introduction to PowerPoint                        | 11/21       | PowerPoint Chapter 1, pp. 924 – 989   |
| Presentation Development/ Final Project Opened    | 11/28       | PowerPoint Chapter 2, pp. 990 – 1041  |
| Presentation Design                               | 12/5        | PowerPoint Chapter 3, pp. 1042 – 1115                                       |
| Final Project Due                                 | 12/12       | Final Project Cut Off Date 12/18  |