CSA 105 – Introduction to Software Applications
Course Instructor: Robert Riley rriley@trcc.commnet.edu
Office Hours: By Appointment – Thurday Evenings, Tues/Thurs Afteroon
Lecture: T/Th 2:00-3:15 pm, Room E125

COURSE DESCRIPTION

This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, and PowerPoint. A small amount of time will be devoted to the Windows operating system environment. Recent versions of the software packages will be used. Strong reading, good writing, and basic math skills are required. Prior computer usage experience (e.g. keyboard and mouse actions, file and folder management, Internet browsing) is assumed. Digital learning technologies will be used throughout the course.

REQUIRED TEXT

Poatsy, Mulbery, Krebs, Hogan, Rutledge, Cameron, Davidson, Lawson, Williams, Lau, & Grauer. Exploring Microsoft Office 2016, Volume 1. Prentice Hall Publishing. 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 - **Do not open the access code before 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 from week 1 of this course. 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 AND SUPPLIES

You will need Windows 10 and 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.

***Data files to complete homework assignments from the book will be downloaded through Blackboard. In order to download, save, and complete assignments, a removable storage device (memory stick, USB flash drive, etc.) is required.

COURSE OBJECTIVES

- Provide guidelines for electronic communication techniques in a business/academic environment and the opportunity to use these techniques for class activities throughout the semester. This will include Blackboard class announcements, 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.
- Provide basic knowledge of and ability to use in a business/academic environment, word processing, spreadsheet, relational database, and presentation graphics applications.
- Specifically using Office 2016 applications on a Windows 10 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 Work with tables. Insert clip art, images, WordArt and symbols. Insert comments, track changes. Compare and combine documents. Learn References. Citations, Footnotes, Bibliographies. Create and modify footnotes and endnotes. Share and collaborate documents.	Use relative, absolute, and mixed cell references. Use basic statistical functions, date functions and the IF, VLOOKUP, and PMT functions. Create, modify, embed and print charts. Work with large worksheet. Explore basic table management, filter, sort and total data.
Access Learn and navigate among objects in an Access database. Backup, compact and repair Access files. Create filters, sort table data. Work with different views in Access objects. Create tables, understand and establish table relationships. Share data with Excel. Create, copy and run a query. Perform date arithmetic, work with data aggregates. Create and edit a report.	PowerPoint Use slide layouts, apply design themes, add a table, insert clip art. Use transitions and animations. Run and navigate within a slideshow. Create a presentation using a template. Create a presentation in outline view. Add existing content to a presentation. Insert a header or footer. Create shapes, SmartArt, WordArt. Modify and arrange objects. Insert and modify a picture.

COURSE STRUCTURE

This course is broken into 5 sections, each section devoted to an application within Microsoft Office. This course has been structured such that a topic is introduced, described, or demonstrated one day of the week and the following day of the week is used to begin simulations and exercises in the MyITLAb and text. Beginning the assignments in class allows for immediate response or assistance from the instructor such that completing tasks at home are less overwhelming.

Hands-on exercises will be completed in class through MyITLab (or at home if not completed). All assignments will be submitted through Blackboard and MyITLab. **Each student is expected to turn in his/her own work for each assignment.**

Blackboard Learn, accessed through MyCommnet, will be used to:
- View assignments, quizzes, and final projects that need to be completed.
- Complete quizzes.
- Obtain data files to complete in-class and homework assignments.
- Submit/upload in-class and homework assignments.
- View syllabus and other information (lecture content, announcements, grades etc.)
- Communicate with instructor and classmates via messages/emails.

MyITLAb will be used to:
- Complete simulation/Hands-on Exercises that build upon exercises completed together in class.
- Complete Practice Assignment from Book using Office 2016. 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 grader as each of these get progressively harder.
- Complete a Mid-Level Grader Exercise to test your ability to implement what you have learned by
  o downloading instructions and starter files from MyITLab.
  o completing tasks on your computer within your Office 2016 software application.
  o uploading completed 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, 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.
- Complete a Grader Exercise to 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.

Logging on to Network for first time:
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/

GRADING

Your grade in this course will be a function of computer assignments, quizzes, participation, attendance, and the final project.

45% - Homework Assignments (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.)

20% - Quizzes (multiple choice questions that cover the material from the text, exercises, and assignments)

20% - Final Project

15% - Discussion/Participation/Attendance (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. **Please notify the instructor if you will not be attending a class session.**)

Grade Scale: The grading scale is as follows:

A	100 – 94	B-	82 – 80	D+	67 – 69
A-	93 – 90	C+	79 – 77	D	66 – 63
B+	89 – 87	C	76 – 73	D-	62 – 60
B	86 – 83	C-	72 – 70	F	59 – 0

TENTATIVE SCHEDULE

The meaning of "tentative", as used here, means that the schedule outlined below is under terms that are uncertain or not final. In other words, required reading, topics, assignments, quizzes, and dates **may** change. However, all changes and variations of the schedule will be discussed in class; thus, class attendance is essential and excuses for missed assignments or quizzes/exams **will not be accepted**.

Week	Topic	Assignments / Homework
1	Blackboard, MyITLab, Pre-Assignment Windows	Windows 10 & Office Fundamentals Chapter 1, pp. 2 – 129
2	Office Fundamentals and File Management and Introduction to Word	Word Chapter 1 pp. 130 – 197
3	Document Presentation	Word Chapter 2, pp. 198 – 267
4	Document Productivity	Word Chapter 3, pp. 268 – 331
5	Collaboration and Research	Word Chapter 4, pp. 332 – 400

Week	Topic	Assignments / Homework
6	Introduction to Excel	Excel Chapter 1, pp. 402 – 485
7	Formulas and Functions	Excel Chapter 2, pp. 486 – 531
8	Charts	Excel Chapter 3, pp. 532 – 595
9	Datasets and Tables	Excel Chapter 4, pp. 596 - 661
10	Introduction to Access	Access Chapter 1, pp. 662 – 731
11	Tables and Queries in Relational Databases	Access Chapter 2, pp. 732 – 809
12	Creating and Using Professional Forms and Reports	Access Chapter 4, pp. 862 – 923
13	Introduction to PowerPoint	PowerPoint Chapter 1, pp. 924 – 989
14	Presentation Development	PowerPoint Chapter 2, pp. 990 – 1041
15	Presentation Design	PowerPoint Chapter 3, pp. 1042 - 1115 PowerPoint Chapter 4, pp. 1116 - 1184
	Review/Make Up Day	Final Project Assigned
	Final Project Due – Date TBD	

COURSE POLICIES

Electronic Devices (cell phones, MP3 players, etc.): These devices must be turned off when entering the room to maintain a respectful class atmosphere. You will be asked to leave if you disregard this requirement.

Late/Missed Work: All assignments, projects, and quizzes are due as stated. All work submitted after the stated deadline will not be accepted and the student will receive a zero.

Attendance: The student will be solely responsible for learning any missed material and handing in assignments that were issued or begun in class. My contact information is provided at the top of this syllabus. If you inform me well in advance of an absence, I will be happy to make appropriate accommodations.

Make-ups: I need adequate notice to schedule make-ups: at least two weeks for normal life situations and at least one day for sudden emergencies. In case of a dire emergency, contact me as soon as possible through email. I reserve the right to ask for documentation of an emergency-related absence, and to deny a make-up in the absence of a clear life-or-death situation.

Withdrawal: The course withdrawal deadline is December 11th, 2017. A student who simply stops submitting work will receive the grade earned on that work, usually a failing grade.

Policy on Academic Misconduct: Any and all assignments, quizzes, projects, papers, etc. submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your professor.

In all assignments, you may use words or ideas written by other individuals in publications, web sites, or other sources but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course, usually in the form of a footnote or parenthesis.

As a general rule, if you are citing from a published source or from a web site and the quotation is short (up to a sentence or two), place it in quotation marks; if you employ a longer passage from a publication or web site, please indent it and use single spacing. In both cases, be sure to cite the original source in a footnote or in parentheses. (See http://www.plagiarism.org/plag_article_how_do_I_cite_sources.html for more information on citing.)

If you are uncertain about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your professor beforehand.

Finally, you should keep in mind that as a member of the Three Rivers Community College community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits.

Be proud of your academic accomplishments and help to protect and promote academic integrity. The consequences of cheating and academic dishonesty may include a formal discipline file, possible loss of financial scholarship or employment opportunities, and denial of admission to a four year college.

Digication: All students are required to maintain an online learning portfolio in Digication that uses the college template, in as much as it is pertinent and supported by outcome products of this course. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

SPECIAL NEEDS

Please inform me as soon as possible if you require any accommodations in addition to those provided here. 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.