

# CSA105 - Introduction to Software Applications

## Course Syllabus

**Instructor:** Allan Anderson

**Private Contact Methods:** Blackboard Messages (preferred) *or* Email [aanderson@trcc.commnet.edu](mailto:aanderson@trcc.commnet.edu) (emergency only) for private (one-to-one) communications

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

**Campus Office Hours:** Wednesday (12:15 pm - 1:15 pm 3:15 pm - 5:15 pm), other days/hours by appointment

**Campus Office:** Room C/106

**Campus Phone:** (860) 215-9403 (with voice mail)

**Instructor Response Time Objectives:** Electronic Messages - 48 hours (weekdays), 72 hours (weekends)

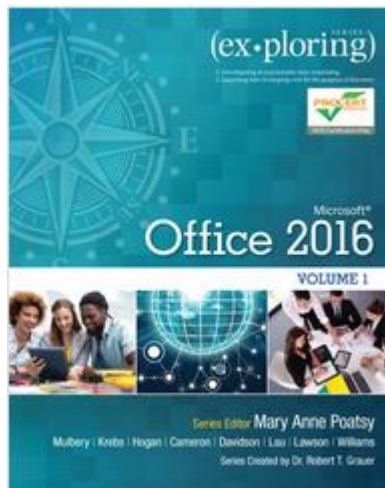
Discussion posts - 24 hours (weekdays), 48 hours (weekends)

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:

*Exploring Microsoft Office 2016* Volume 1 by Mary Poatsy, et al, Prentice Hall Publishing, Copyright Year 2017



This text is sold through the Three Rivers bookstore bundled with: the access code for the Pearson MyITLab site (**MyITLab is required for this class**). If purchasing this textbook elsewhere be sure to obtain the proper edition (ISBN-10: 0-13-432079-4, ISBN-13: 978-0-13-432079-3) which may or may not include a MyITLab license. The MyITLab license from the bookstore provides access to an e-text version of the textbook. As an alternative you may purchase the MyITLab license directly from Pearson either with or without the e-text. Links for this purchase are available once you register in MyITLab with the correct MyITLab course ID. You will need Windows 10 (Windows 7 or Windows 8 can be used for the non-Windows chapters) and Office 2016 with 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 of the class exercises can be done using a MAC with Office 2011 so a MAC is not recommended. Office 365 is available FREE for up to five devices to all students. No software installation support is provided by TRCC faculty or staff. **See documents in Blackboard for MyITLab course id and Office 365 download portal address.** The Windows 10 Microsoft Edge browser may cause problems so the Internet Explorer, Firefox, or Google Chrome browsers are a better choice.

**Student Data Files:** **These files are needed to complete the class exercises.** They can be downloaded from the Exploring series companion website. A direct link to these files is

[https://media.pearsoncmg.com/ph/bp/bp\\_exploring\\_office\\_2016/sdf/sdf\\_vol1.html](https://media.pearsoncmg.com/ph/bp/bp_exploring_office_2016/sdf/sdf_vol1.html).

**Supplies and Materials:** Removable storage device for students requiring use of on-campus computer labs.

**Course Pace:** Although there is flexibility in when the student works on this course, it is not self-paced. Assignments, with due dates, will be released throughout the semester. Tests will be available immediately after assignments are due and are available for a limited time only.

**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, Access, and PowerPoint).

## 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 session. 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. Using appropriate sources and formulating effective writing strategies will be embedded in all writing 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.
- 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:

<b>Windows</b> Navigate interface and dialog boxes. Search for files and folders	<b>Office Fundamentals</b> Open, save and print a document. Select, edit, insert, move, and copy text
<b>Word</b> Set margins and specify page orientation. Insert page breaks, headers and footers. Add page numbers and insert a cover page. Create sections, check spelling and grammar. Control word-wrapping. Set off paragraphs and apply paragraph controls. 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. 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.	<b>Excel</b> Define worksheets and workbooks. Plan for good workbook and worksheet design. Enter and edit data in cells and display cell formulas. Use cell ranges, move, copy, and paste cells and cell ranges. Manage and format worksheets. Create and copy formulas. 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.
<b>Access</b> Explore, describe and navigate among the 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. Create calculated fields and expressions. Perform date arithmetic, work with data aggregates. Create and edit a report.	<b>PowerPoint</b> 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.

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

25 % of the grade is based on chapter tests

30 % of the grade is based on a final project

35 % of the grade is based on homework assignments

10% of the grade is based on discussion (online) participation and an instructor designated assignment for submission as a General Education artifact using Digication

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

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and Below	F

**Class 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 description.

**Quizzes:** Tests will be multiple-choice or short answer and will cover material from the text, exercises, assignments, and presentations.

**Class cancellations:** as a fully online class with no meetings on campus, any college delay or closing due to weather or other circumstances will have little to no impact on scheduled activities for this class. However, if there is an impact (such as a widespread power outage might cause), then your instructor will inform you of any changes to existing dates.

**Withdrawing from the course:** A student who simply stops submitting work will receive the grade earned on submitted work, usually an Unearned Failure ("UF"). To receive a "W" grade instead, apply for a withdrawal through the registrar's office by May 8<sup>th</sup>. A "W" will be entered on the student transcript.

**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 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 a TRCC Disability Service Provider.

## Course Outline

<b>Week</b>	<b>Topics</b>	<b>Approximate Assignment Due Dates (check online for actual)</b>	<b>Text Assignments</b>
	Pre-Assignment	1/20	none
1	Getting Started with Windows 8 Office Fundamentals and File Management	1/24 1/27	Windows 10 Fundamentals, pp. 2 – 63 Getting Started with Office Applications, pp. 64 – 129
2	Introduction to Word	2/3	Word Chapter 1, pp. 130 - 196
3	Document Presentation	2/10	Word Chapter 2, pp. 198 - 266
4	Document Productivity	2/16	Word Chapter 3, pp. 268 - 331
5	Collaboration and Research Word Test	2/24 3/3	Word Chapter 4, pp. 332 – 400
6	Introduction to Excel	3/3	Excel Chapter 1, pp. 402 - 484
7	Formulas and Functions	3/10	Excel Chapter 2, pp. 486 - 531
8	Charts	3/24	Excel Chapter 3, pp. 532 - 595
9	Datasets and Tables Excel Test	3/31 4/7	Excel Chapter 4, pp. 596 - 661
10	Introduction to Access	4/7	Access Chapter 1, pp. 662 - 731
11	Tables and Queries in Relational Databases	4/13	Access Chapter 2, pp. 732 - 808
12	Customize, Analyze, and Summarize Query Data	4/21	Access Chapter 3, pp. 810 – 860
13	Creating and Using Professional Forms and Reports Access Test	4/21 4/28	Access Chapter 4, pp. 862 – 922
14	Introduction to PowerPoint Presentation Development	4/28 4/28	PowerPoint Chapter 1, pp. 924 – 989 PowerPoint Chapter 2, pp. 990 - 1040
15	Presentation Design PowerPoint Rich Media Tools PowerPoint Test	5/5 5/5 5/12	PowerPoint Chapter 3, pp. 1042 – 1114 PowerPoint Chapter 4, pp. 1116 - 1199
	Final Project	5/12	To be announced

Note: This course outline is subject to change as conditions warrant.

## **Title IX Statement:**

### **BOARD OF REGENTS FOR HIGHTER EDUCATION AND CONNECTICUT STATE COLLEGES AND UNIVERSITIES POLICY REGARDING SEXUAL MISCONDUCT REPORTING, SUPPORT SERVICES AND PROCESSES POLICY**

#### **Statement of Policy for 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. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence."

#### **UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:**

"Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX 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 (as well as other persons) at recipient institutions 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 a recipient's educational programs and activities."

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr  
Title IX Coordinator and Diversity Officer  
Admissions Welcome Center \* Office A116  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* [EDerr@trcc.commnet.edu](mailto:EDerr@trcc.commnet.edu)