

**CSA K105 – Introduction to Software Applications  
Student Course Syllabus – Spring 2017**

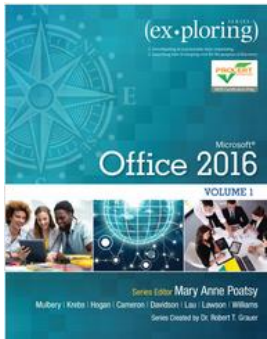
**Instructor:** Ronald W. Lesniak

**Office Hours:** after class or by appointment

**Contact Methods:** Blackboard Learn Messages

**E-Mail:** RLESNIAK@TRCC.COMMNET.EDU

**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.

**Required Items:**

1. Removable storage device (USB flash drive aka, thumb drive or cloud drive). You are responsible for managing copies of your work to guard against loss due to hardware problems, disk failure and physical loss.

2. **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)

## Blackboard Learn:

This class will use an online course management system called Blackboard Learn. We will be using Blackboard Learn as our primary means of communication during the course. It will contain announcements, assignments, discussion forums, and email messaging. There is a large amount of student training materials (tutorials, videos, and help) available online.

To access Blackboard Learn, you need to login to myCommNet at <http://my.commnnet.edu/> You can also link to myCommNet from the TRCC home page. You will need your NetiD and your password.

You are required to check Blackboard Learn daily.

## Course Description:

This is a hands-on course in which you will learn to use the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The course begins with a brief introduction to the Windows 10 operating environment including file management, and overview of Office 2016. It continues with an in-depth presentation of the skills and techniques needed to understand and successfully use Word, Excel, Access, and PowerPoint. It is assumed that the student has prior working knowledge of the Microsoft Windows environment

## Course Objectives:

Upon successful completion of this course, the student should be able to:

- ✓ Identify and use common computer components;
- ✓ Distinguish between operating system and application software;
- ✓ Access and work within the Windows environment;
- ✓ Identify and logically analyze problems and issues encountered using Office 2016, propose and implement solutions;
- ✓ 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. Set off paragraphs and apply paragraph controls. Create a table of contents and an index	<b>Excel</b> Define worksheets and workbooks. 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.

<p>Work with tables.</p> <p>Insert clip art, images, WordArt and symbols.</p> <p>Insert comments, track changes.</p> <p>Create master documents and subdocuments.</p> <p>Acknowledge a source, create a bibliography and select a writing style.</p> <p>Create and modify footnotes and endnotes.</p>	<p>Use relative, absolute, and mixed cell references.</p> <p>Use basic statistical functions, date functions and the IF, VLOOKUP, and PMT functions.</p> <p>Create, modify, embed and print charts.</p> <p>Work with large worksheet.</p> <p>Explore basic table management, filter, sort and total data.</p>
<p><b>Access</b></p> <p>Explore, describe and navigate among the objects in an Access database.</p> <p>Create filters, sort table data.</p> <p>Work with different views in Access objects.</p> <p>Create tables, understand and establish table relationships.</p> <p>Create, copy and run a query.</p> <p>Perform date arithmetic, work with data aggregates.</p> <p>Create and edit a report.</p>	<p><b>PowerPoint</b></p> <p>Use slide layouts, apply design themes, add a table, insert clip art.</p> <p>Use transitions and animations.</p> <p>Create a presentation using a template.</p> <p>Add existing content to a presentation.</p> <p>Insert a header or footer.</p> <p>Create shapes, SmartArt, WordArt.</p> <p>Modify and arrange objects.</p> <p>Insert and modify a picture.</p>

**Evaluation and Grading:**

Your final grade will be determined as follows:

Simulation Exercises	10%
Chapter Grader Projects	35%
End of Chapter Quizzes	10%
Exams	30%
Final Project	15%

Letter Grade	Average	Letter Grade	Average
A	96-100%	C	74-76%
A-	90-95%	C-	70-73%
B+	87-89%	D+	67-69%
B	84-86%	D	64-66%
B-	80-83%	D-	60-63%
C+	77-79%	F	< 60%

**Class Assignments:** Class assignments are due on or before the due date and time. An assignment will lose 10% of the score for that assignment if submitted up to two calendar days 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.

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

There will be no make-up exams/quizzes without prior notification, and documented proof of illness or other extraordinary circumstances.

**Attendance:**

Each student is expected to attend every class. Attendance and participation in every class is expected and essential to your learning as well as the learning of others in the class. If you miss a class, you are responsible for obtaining notes, handouts, and assignments.

**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 by the school's deadline date. Only then will a "W" 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:

1. Copying a file or any portion of a file from another student
2. Sharing or allowing another student to copy your files or any portion of a file
3. 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.

**Important:**

Use of cell phones, pagers, texting, surfing the Internet or playing computer games **is Not Permitted during class!**

*The instructor reserves the right to make changes to this syllabus or course as necessary.*

**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)

**SEMESTER:** Spring 2017

**COURSE:** CSA K105, Introduction to Software Applications

<b>WK</b>	<b>Dates</b>	<b>Module</b>	<b>Topics</b>	<b>Assignments</b>
<b>1</b>	January 19	Course Orientation	Course Orientation - Using MyITLab - Using Blackboard Learn	Read Syllabus Register with MyITLab using your access code
<b>2</b>	January 24 & 26	Office Introduction	Overview & Windows 10 and Office 2016 Common Features	Windows 10 Fundamentals, pp 2 – 63 Getting Started, pp 64 - 129
<b>3</b>	January 31 & February 2	WORD	Introduction to Word	Word Chapter 1, pp 130 - 196
<b>4</b>	February 7 & 9	WORD	Document Presentation	Word Chapter 2, pp 198 - 266
<b>5</b>	February 14 & 16	WORD	Document Productivity	Word Chapter 3, pp 268 - 331
<b>6</b>	February 21 & 23	WORD	Collaboration & Research	Word Chapter 4, pp 332 - 400
<b>7</b>	February 28 & March 2	EXCEL	<b>Exam</b> Introduction to Excel	<b>Exam 1</b> Excel Chapter 1, pp 402 – 484
<b>8</b>	March 7 & 9	EXCEL	Working with Formulas and Functions	Excel Chapter 2, pp 486 – 531
<b>N/A</b>	March 14 & 16		<b>NO School</b> – Spring Recess	

<b>WK</b>	<b>Dates</b>	<b>Module</b>	<b>Topics</b>	<b>Assignments</b>
<b>9</b>	March 21 & 23	EXCEL	Creating and Editing Charts	Excel Chapter 3, pp 532 - 595
<b>10</b>	March 28 & 30	EXCEL	Data Sets & Tables	Excel Chapter 4, pp 596 - 661
<b>11</b>	April 4 & 6	POWERPOINT	<b>Exam</b> Introduction to PowerPoint	<b>Exam 2</b> PowerPoint Chapter 1, pp 924 - 989
<b>12</b>	April 11 & 13	POWERPOINT	Presentation Development Presentation Design	PowerPoint Chapter 2, pp 990 - 1040 PowerPoint Chapter 3, pp 1042 - 1114
<b>13</b>	April 18 & 20	ACCESS	Introduction to Access	Access Chapter 1, pp 662 - 731
<b>14</b>	April 25 & 27	ACCESS	Tables & Queries in Relational Databases	Access Chapter 2, pp 732 - 808
<b>15</b>	May 2 & 4	ACCESS	Customize, Analyze, and Summarize Query Data	Access Chapter 3, pp 810 - 860
<b>Final Exam</b>	May 9 <b>Exam/Final Project</b>		<b>Exam/Final Project</b>	<b>Exam 3</b>