

# CSA105 - Introduction to Software Applications

## Course Syllabus

Semester: Spring 2016

Instructor: Kim O'Connor

Class Location and Day/Time: Room E125 Thursdays from 5:30-8:15 p.m.

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

Phone Number: 860-303-5582 (texting is allowed)

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

Campus Office Hours: By appointment. I also try to be available fifteen minutes before and after class.

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)

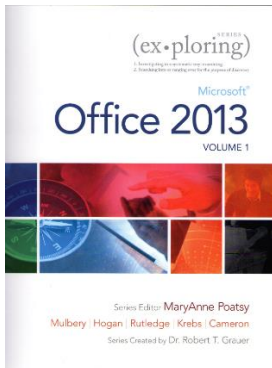
Phone messages – 72 hours (weekdays), 96 hours (weekends)

## Required Text:

Exploring Microsoft Office 2013 Volume 1 by Mary Poatsy, et al, Prentice Hall Publishing, Copyright Year 2013.

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 a trial subscription to Office 2013 (180 days). If purchasing this textbook elsewhere be sure to obtain the proper edition (ISBN-10: 0-13-314267-1, ISBN-13: 978-0-13-314267-9) which may or may not include an Office 2013 trial and/or a MyITLab license. MyITLab provides access to an e-text version of the textbook and the bookstore has the MyITLab license for sale separately as well. Pearson will have the Office trial copy for sale separately at a discounted price: (<http://www.mypearsonstore.com/bookstore/office-365-home-premiumacademic-180-day-trial-digital-9780133419306>).

The Office 2013 trial software does not install on your computer, it downloads from the Microsoft cloud. You will need Windows 8 (or Windows 7) and Office 2013 with Access and a MyITLab access code in order to complete the class exercises and homework. Windows 8 and Office 2013 are available in the computer labs on campus. Some but not all of the class exercises can be done using a MAC with Office 2011. No software installation support is provided by TRCC faculty or staff.



**Student Data Files:** These files are needed to complete the class 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 these websites at <http://www.pearsonhighered.com/exploring/>. A direct link to these files is [http://wps.prenhall.com/bp\\_exploring\\_office\\_2013\\_vol1/236/60591/15511506.cw/index.html](http://wps.prenhall.com/bp_exploring_office_2013_vol1/236/60591/15511506.cw/index.html).

**Supplies and Materials:** Removable storage device (memory stick, aka travel drive, USB drive, etc.) for students requiring use of on-campus computer labs for course completion.

**Course Pace:** Please refer to the Course Outline 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 one week later.

**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 2013 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 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.
- Specifically using Office 2013 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:

<p><b>Windows</b>          Navigate interface and dialog boxes.          Search for files and folders</p>	<p><b>Office Fundamentals</b>          Open, save and print a document.          Select, edit, insert, move, and copy text</p>
<p><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.</p>	<p><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.</p>
<p><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.</p>	<p><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.</p>

**Class structure:**

- I will spend approximately half of each class lecturing and doing hands-on exercises with the students. Additional time will be left in each class to allow you to start your homework. I will release the homework assignment in Blackboard Learn once I am done lecturing.
- I will be using Blackboard Learn which can be accessed through MyCommnet. Assignments will be listed on Blackboard. Grades will be posted using 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.
- ALL work must be submitted in Blackboard, even if some of it has been completed in MyITLab. I CAN NOT give you a grade in Blackboard unless you have submitted the assignment in Blackboard!!!
- Students are required to make up missed homework and quizzes 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	25%
Final Project	30%
Discussion/Participation	5%

**Homework Assignments:** Class assignments will be located in the Course Content folder in Blackboard in the current assigned chapter. 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 drop box.

**Quizzes:** Quizzes will be multiple choice and will cover material from the text, exercises, assignments and presentations. Quizzes will be given once we are done with a section (after Word, Excel, Access, and PowerPoint chapters).

**Discussion/Participation:** This grade will be based on Discussion Board usage, comments left to teacher with assignments and overall communication throughout the course.

**Final Project:** The format for the final project will be similar to the myITLab Grader Projects assigned for homework. This Final Project will cover the four main subjects covered: Word, Excel, PowerPoint and Access.

**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.

**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

**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.

**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. 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 by May 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.

**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 (1<sup>st</sup> letter only capitalized) + &  
+ last 4 digits of SSN (password is case sensitive)

Example:

for birth date of October 24, 2009 and SSN of 123-45-6789

Oct&6789

3. Domain = STARS

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

## Course Outline

Week	Topics	Class Date	Text Assignments – Homework Assignments will be posted in Blackboard
1	Blackboard, MyITLab, Pre-Assignment; Windows 8	1/21	Read Office Fundamentals and File Management Chapter 1, pp. 55 – 136
2	Office Fundamentals and File Management; Introduction to Word	1/28	Office Fundamentals and File Management, Chapter 1, pp. 55 – 136; Word Chapter 1 pp. 137 - 196
3	Document Presentation	2/4	Word Chapter 2, pp. 197 - 258
4	Document Productivity	2/11	Word Chapter 3, pp. 259 - 312
5	Collaboration and Research	2/18	Word Chapter 4, pp. 313 - 372
6	Introduction to Excel	2/25	Excel Chapter 1, pp. 373 - 446
7	Formulas and Functions	3/3	Excel Chapter 2, pp. 447 - 504
8	Charts	3.10	Excel Chapter 3, pp. 505 - 554
9	Datasets and Tables	3/17	Excel Chapter 4, pp. 555 - 616
<b>No Class 3/24 – Spring Break</b>			
10	Introduction to Access	3/31	Access Chapter 1, pp. 617 - 674
11	Tables and Queries in Relational Databases	4/7	Access Chapter 2, pp. 675 - 744
12	Creating and Using Professional Forms and Reports	4/14	Access Chapter 4, pp. 791-842
13	Introduction to PowerPoint	4/21	PowerPoint Chapter 1, pp. 843 – 898
14	Presentation Development	4/28	PowerPoint Chapter 2, pp. 899 – 942
15	Presentation Design	5/5	PowerPoint Chapter 3, pp. 943-1005
	Last Day of Class; Final Project Due	5/12	

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