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**Sample Online Syllabus**  
**(Course Title Here) Introduction to Software Applications**  
**CSA K105**  
**CSA\* K105-30119, 31070, 31102, 31106**

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**Instructor:** Ronald Leask  
**Office Location:** Thames Valley Campus A201  
**Office Hours:** Mondays, Wednesdays, and Fridays, 1000 – 1100  
**Phone:** 885-2391  
**Instructor E-mail:** rleask@trcc.commmnet.edu

**TEXTBOOK, SOFTWARE, HARDWARE, AND SKILLS REQUIRED**

**TEXT: MICROSOFT OFFICE 2007 VOLUME I, Robert Grauer, Hulett, Krebs, Lockley, Mulbery, and Scheeren (INCLUDES A CD ROM – OF ALL PRACTICE AND DATA FILES FOR THIS COURSE) PEARSON: PRENTICE HALL INC, ISBN: 0-13-186068-2, STUDENTS WILL ALSO NEED A MEMORY STICK OF AT LEAST 256 MB TO HOLD DATA AND COMPLETED PRACTICE AND HOMEWORK FILES, FOR WORD, EXCEL, POWER POINT, ACCESS AND ALL STUDENT GENERATED COURSE MATERIAL**

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(Be specific on what materials the online student needs. Often students will try to get by with outdated or old equipment and then are unable to complete the assignments as given. If it is expected for students to have certain prerequisite skills, please include this in the syllabus)

**COURSE OBJECTIVES**

Students will review Windows XP, Internet Explorer and gain a working knowledge of Microsoft Office Applications: WORD, EXCEL, POWERPOINT, and ACCESS 2007. Students will learn how to plan, design generate, and modify Microsoft Office 2007 Applications. OBJECTIVES for each assigned chapter are included at the beginning of the chapter. (In this section provide a list of skills that the student should expect to be able to perform after completing the course.)

**GETTING STARTED WITH ONLINE COURSE MATERIALE**

Students can access data files for this course (Online students need to be given information on how to access at <http://www.prenhall.com/exploring>. Go to “Student Resources,” and you can find “Office 2007 Volume I (1 st Edition)” and “Click” to download all Student Data Files for Exploring Office 2007 Volume 1, 1/e, Word Volume 1, 1/e, Excel Volume 1, 1/e, PowerPoint Volume 1, 1/e, and Access Volume 1, 1/e. s-course materials and given user name/password information. Review in the syllabus where the student can find content, assignment instructions, and procedures to turn in assignments and do quizzes)

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**GRADING**

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In-class exams will be given after completion of each major section of WORD, EXCEL, POWERPOINT, and ACCESS. There will be no in class FINAL. Each exam will cover material in “White,” pages, “Yellow” pages, and “Practice Exercises” at end of each chapter. Review “Multiple Choice” at end of each chapter. All assigned homework, Practice Exercises, Mid Level Exercises, Capstone Exercises and Mini Cases Exercises will be graded with a point value from 1-10. ***Expect all assigned homework to be handed in on time.*** All assigned ***homework will count 70% of your grade and require a cover page showing your name, title of assignment and page number in text. In class exams will count 30% of your grade.***

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Syllabus is subject to change based on new or updated information, ***Include a list of the assignments, tests, and other course requirements with the value of each. Then include a breakdown of points showing what letter grades are given for each range of scores. Also include the policy for turning in late work.***

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(Sample 15-week schedule—Adjust as needed)

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| Week | Reading Assignment  | Laboratory Assignment  | Assessment  |
|------|---|--|---|
| 1    | Introduction to Course<br>Windows XP Chapter<br>PowerPoint Presentation | Chapter Tutorials<br>End-of-Chapter Exercises<br>Train & Assess It Tutorials<br>(Each week select assignments that meet objectives and time frame) | Content on Quizzes<br>Train & Assess IT quizzes<br>(Each week select assessment tools that work with your delivery system and objectives) |
| 2    | Word—Chapters 1-2   |  |   |
| 3    | Word—Chapters 3-4   |  |   |
| 4    | Review Word Content   | Word Review Project  | Word Exam   |
| 5    | Excel—Chapters 1-2  |  |   |
| 6    | Excel—Chapters 3-4  |  |   |
| 7    | Review Excel Content  | Excel Review Project   | Excel Exam  |
| 8    | Access—Chapters 1-2   |  |   |
| 9    | Access—Chapters 3-4   |  |   |
| 10   | Review Access Content   | Access Review Project  | Access Exam   |
| 11   | PowerPoint 1-2  |  |   |
| 12   | Review PowerPoint Content   | PowerPoint Review Project  | PowerPoint Exam   |
| 13   | Outlook Chapter   | Integrated Project using Office 2003   |   |
| 14   | Concepts and/or Internet Chapter  | Integrated Project to finish   |   |
| 15   | Final Review of Course  |  | Final Exam  |

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**Introduction to Software Applications**  
**(Weekly Assignments)**

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**WINDOWS XP, Getting Started with Windows XP**

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Read White pages 1077 -1088, 1092 -1098, 1104 -1112

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Do in-class Yellow pages, Hands-On Exercises

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Homework

Practice Exercise, 3 College Bound p1125

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Mini Case, Searching the Internet p1130  
Multiple Choice p1121

### **Office Fundamentals: Using Word, Excel, Access, and PowerPoint**

Read White pages, 1-11, 18-27, 31-47

Do in-class Yellow pages Hands-On Exercises

Homework,

- \_\_\_ Practice Exercise, 2 Avoiding Fraud Report (chap1\_pe2), p58
- \_\_\_ Practice Exercise, 2 Formatting a Menu (chap1\_mid2), p63
- \_\_\_ Practice **Exercise**, 3 Enhance the Insurance Letter (chap1\_mid3), p64
- \_\_\_ Multiple Choice p55-56

### **Chapter 1, Microsoft Word: What Will Word Processing Do for Me?**

Read White pages, 69-80, 87-95, 103-109

Do in-class Yellow page Hands-On Exercises

Homework

- \_\_\_ Practice Exercise, 2 Use Spelling and Grammar Check on Memo (chap1\_pe2\_memo), p120
- \_\_\_ Practice Exercise 3 Keyboard Shortcuts (chap1\_pe3\_shortcuts), p121
- \_\_\_ Practice Exercise, 4 Protecting Your System (chap1\_pe4\_virus), p122
- \_\_\_ Multiple Choice p117-118

### **Chapter 2, Gaining Proficiency: Editing and Formatting**

Read White pages, 131-139, 143-151, 159-164, 171-172

Do in-class Yellow page Hands-On Exercises

Homework,

- \_\_\_ Practice Exercise, 1 The Purchase of a PC (chap2\_pe1\_tips), p183
- \_\_\_ Practice Exercise, 2 Creating a List of Job Descriptions (chap2\_pe2\_personnel), p 184
- \_\_\_ Mid-Level Exercise, 1 Creating and Applying Styles (chap2\_mid1\_conference) P188
- \_\_\_ Multiple Choice p181-182

### **Chapter 3, Enhancing a Document: Tables and Graphics**

Read White pages, 195-200, 205-211, 219-226,

Do in-class Yellow page hands-on exercises

Homework, Blue pages

- \_\_\_ Practice Exercise, 1 The Library Station (chap3\_pe1\_flyer), p235
- \_\_\_ Practice Exercise, 3 The Study Schedule (chap3\_pe3\_schedule), 237
- \_\_\_ Mid-Level Exercise, 1 Resume (chap3\_mdi1\_resume), p241

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Multiple Choice p233-234

**Chapter 4, Share, Compare, and Document**

Read White pages, 249-257, 263-269, 277-282, 287-291,

Do in-class Yellow page Hands-On Exercises

Homework

\_\_Practice Exercise, 1 Review a Document (chap4\_pe1\_revuew), p299

\_\_Practice Exercise\_3 Web Design (chap4\_mid3\_web)

Multiple Choice p297-298

**This should take about 5 weeks**

**In-class Exam similar to questions at end of chapters**

**Assignments for**

**PowerPoint, Excel and Access**

**Will be provided at completion of previous topic**

**Also, all assignments will be posted on comment.edu**

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**Students should keep**

**A Notebook of**

**All assignments (Submitted and Graded)**

Name: \_\_\_\_\_

Homework Title: \_\_\_\_\_

Page Number \_\_\_\_\_

Day/Date: \_\_\_\_\_

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Cover Sheet  
REQUIRED  
For All Homework  
You Hand-In

All lessons for a  
Section must be handed-in  
In the same order as text  
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**NO HOMEWORK  
CAN BE MORE THEN  
TWO WEEKS LATE**

**Sample**