CSA105 - Introduction to Software Applications

Course Syllabus

Instructor: Allan Anderson
Private Contact Methods: Blackboard Messages (preferred) *or* Email 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 (12:30 pm - 2:15 pm 4:15 pm – 5:30 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)
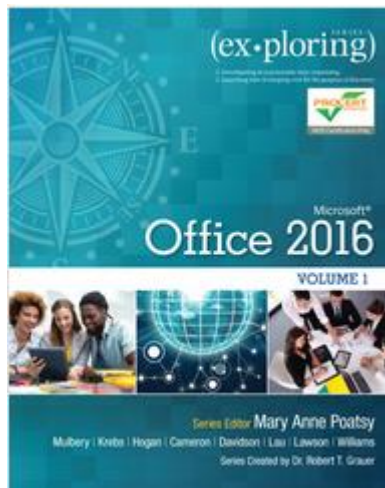Discussion posts - 24 hours (weekdays), 48 hours (weekends)
Assignment grading – 1 week or less from due date (no assignments are
graded before the due date)
Phone messages – 72 hours (weekdays), 96 hours (weekends)

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.

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

o   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

o   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.

o   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:

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	Use relative, absolute, and mixed cell references.
Work with tables.	Use basic statistical functions, date functions and the IF,
Insert clip art, images, WordArt and symbols.	VLOOKUP, and PMT functions.
Insert comments, track changes.	Create, modify, embed and print charts.
Compare and combine documents.	Work with large worksheet.
Create master documents and subdocuments.	Explore basic table management, filter, sort and total data.
Acknowledge a source, create a bibliography and select a writing style.	
Create and modify footnotes and endnotes.	
Share and collaborate documents.	
Access	**PowerPoint**
Explore, describe and navigate among the objects in an Access database.	Use slide layouts, apply design themes, add a table, insert clip art.
Backup, compact and repair Access files.	Use transitions and animations.
Create filters, sort table data.	Run and navigate within a slideshow.
Work with different views in Access objects.	Create a presentation using a template.
Create tables, understand and establish table relationships.	Create a presentation in outline view.
Share data with Excel.	Add existing content to a presentation.
Create, copy and run a query.	Insert a header or footer.
Create calculated fields and expressions.	Create shapes, SmartArt, WordArt.
Perform date arithmetic, work with data aggregates.	Modify and arrange objects.
Create and edit a report.	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 that work, usually a failing grade. To receive a "W" grade instead, apply for a withdrawal through the registrar's office by December 9th. 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:

o Copying a file or any portion of a file from another student
o Sharing or allowing another student to copy your files or any portion of a file
o 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

Week	Topics	Approximate Assignment Due Dates (check online for actual)	Text Assignments
	Pre-Assignment	8/30	none
1	Getting Started with Windows 8 Office Fundamentals and File Management	8/31 9/2	Windows 10 Fundamentals, pp. 2 – 63 Getting Started with Office Applications, pp. 64 – 129
2	Introduction to Word	9/9	Word Chapter 1, pp. 130 - 196
3	Document Presentation	9/16	Word Chapter 2, pp. 198 - 266
4	Document Productivity	9/23	Word Chapter 3, pp. 268 - 331
5	Collaboration and Research Word Test	9/30 10/7	Word Chapter 4, pp. 332 – 400
6	Introduction to Excel	10/7	Excel Chapter 1, pp. 402 - 484
7	Formulas and Functions	10/14	Excel Chapter 2, pp. 486 - 531
8	Charts	10/21	Excel Chapter 3, pp. 532 - 595
9	Datasets and Tables Excel Test	10/28 11/4	Excel Chapter 4, pp. 596 - 661
10	Introduction to Access	11/4	Access Chapter 1, pp. 662 - 731
11	Tables and Queries in Relational Databases	11/11	Access Chapter 2, pp. 732 - 808
12	Customize, Analyze, and Summarize Query Data	11/18	Access Chapter 3, pp. 810 – 860
13	Creating and Using Professional Forms and Reports Access Test	11/23 11/30	Access Chapter 4, pp. 862 – 922
14	Introduction to PowerPoint Presentation Development	11/30 12/2	PowerPoint Chapter 1, pp. 924 – 989 PowerPoint Chapter 2, pp. 990 - 1040
15	Presentation Design PowerPoint Rich Media Tools PowerPoint Test	12/7 12/9 12/16	PowerPoint Chapter 3, pp. 1042 – 1114 PowerPoint Chapter 4, pp. 1116 - 1199
	Final Project	12/16	To be announced

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