

Three Rivers Community College

Spring 2018 Syllabus

CSA 105 - CRN# 10596

COMPUTER SOFTWARE APPLICATIONS

Tuesday/Thursday

2:00-3:15 p.m.

Room E-116

**Instructor: Betti Gladue**

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**Office Telephone: 860-215-9430  
(Please leave voice mail message)**

**Office Location: Room C138**

<b>Office Hours:</b>	<b>Monday/Wednesday</b>	<b>12:00- 1:30 p.m.</b>
	<b>Tuesday/Thursday</b>	<b>11:00-12:30 p.m.</b>

## Course Description

This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, and PowerPoint. A small amount of time will be devoted to the Windows operating system environment. Recent versions of the software packages will be used. Strong reading, good writing, and basic math skills are required. Prior computer usage experience (e.g. keyboard and mouse actions, file and folder management, Internet browsing) is assumed. Digital learning technologies will be used throughout the course.

*Prerequisite: ENG\* K101 and ENG\* K101S placement or completion of ENG\* K096 with a "C#" grade or better.*

## Text/Materials

Text: Exploring Microsoft Office 2016 Volume 1 by Poatsy, Mulbery, Krebs, Hogan, Rutledge, Cameron, Davidson, Lawson, Williams, Lau & Grauer Prentice Hall Publishing, 2017

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). If purchasing this textbook elsewhere be sure to obtain the proper edition (Exploring Microsoft Office 2016 Volume 1 ©2017 | Spiral Bound | ISBN-13: 9780134320793 | Suggested retail price: \$193.80 | which may or may not include a MyITLab license.

Be careful you **MUST** have the MyITLab license/access code. Purchasing the book and code separately normal ends up costing the student more money. MyITLab also provides access to an e-text version of the textbook and the bookstore has the MyITLab license for sale separately as well. So, if you don't mind not having a hard copy of the book this is a viable option.

Software: Microsoft Office 2016 – Available free to all TRCC students.

We will be using the Microsoft Suite-2016 with Word, Excel, Access and PowerPoint. All students can use Office 2016 at no cost with their Three Rivers email address.

Also, Windows 10 and Office 2016 are available in the campus computer labs. **ALL** students must have a MyITLab access code (see text above regarding being bundled with book) in order to complete the class exercises and homework.

Only some but not all of the class exercises can be done using a MAC. Please Note: No software installation support is provided by TRCC faculty or staff. It is the students responsibility to ensure they have the correct software to do their homework.

Handouts: Additional handouts may be distributed in class. I will try to have them available on Blackboard Learn (Bb Learn) whenever possible.

Course Management Website: [www.my.comnet.edu](http://www.my.comnet.edu) (Bb Learn)

## Teaching Methods

**Demonstrations:** Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged in the class and using Blackboard Discussions.

We will be using the Pearson's complementary software – MyITLab.

**Exams:** Four exams will be given. The exams will be closed book/notes and will cover the assigned readings and material discussed in class.

**Homework:** Homework will be assigned after each class session. Students are required to complete and submit homework assignments on the scheduled due date. All homework for each section (i.e., Word, Excel, etc. must be submitted to instructor on the date of the respective exam. I will not accept any homework after the exam date.

## Learning Outcomes

- 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.
- At the course completion students will be able to describe and use application features including but not limited to the following:

<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. Learn References, Citations, Footnotes, Bibliographies. 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> Learn and navigate among 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. 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.

## Digication

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

## Assignments, Exam Dates, and Due Dates

Homework assignments will be announced in class after each class period. I will also list those assignments in It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder throughout the course of the semester.

You are responsible for staying informed on all assignments, expectations, and class procedures. All homework assignments will be listed in Bb Learn. If you miss a class, please refer to Bb Learn for your assignment. Please do not e-mail me to ask for the assignment.

## Evaluation Procedures

Your final grade will be determined by a combination of four exams, homework and In-class work.

Four Exams (15% each)	60%
Homework Assignments	25%
In-Class Work Using MyITLab	15%

## Grading Scale

A = 94 - 100

D+ = 67 - 69

A- = 90 - 93

D = 64 - 66

B+ = 87 - 89

D- = 60 - 63

B = 84 - 86

F = 00 - 59

B- = 80 - 83

W = Withdrawal

C+ = 77 - 79

I = Incomplete

C = 74 - 76

P / F = Pass / Fail

C- = 70 - 73

AU = Audit

## Exam Dates and Makeup Exams

All five exam dates are provided on your syllabus. It is very important that you attend class on each of those dates. As it is very time consuming to create and proctor make-up exams, I will only provide make-up exams for extenuating circumstances. The make-up exam will be an entirely different exam (and probably more complex than the scheduled one). All make-up exams will be given on April 26. If you miss more than one exam, I will only allow a make-up exam for one of them.

## College Withdrawal Policy

A verbal “drop or withdrawal” from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor’s name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar’s Office and Subase site ONLY.

## 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 all 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.

We will complete some in-class assignments and un-announced quizzes throughout the course. Those students who did not attend that particular class session will receive a zero for that assignment/quiz. Although I do not grade based upon attendance, your grade could be negatively impacted if you miss a class session when an assignment or quiz is given.

## Academic Dishonesty

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

You must submit your own work. If it is determined that you have submitted another student's work as you own, disciplinary action will be brought against both of you. Academic dishonest will not be tolerated.

## Cell Phones and Beepers

Cell 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 set the phone on vibrate only setting and take the call outside of the classroom.

## Disabilities and Learning Differences

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Matt Liscum, Counselor (215-9265) generally works with students who have Learning Disabilities, ADHD, Autism Spectrum or Mental Health Disabilities. Elizabeth Willcox, Advisor, (215-9289) generally works with students who have medical, mobility, and sensory disabilities.

<b>College Disabilities Service Provider</b>	
<p><b>Matt Liscum, Counselor</b></p> <p>(860) 215-9265</p> <p>Room A113</p>	<ul style="list-style-type: none"> <li>• Learning Disabilities</li> <li>• ADD/ADHD</li> <li>• Autism Spectrum</li> <li>• Mental Health Disabilities</li> </ul>
<p><b>Elizabeth Willcox, Advisor</b></p> <p>(860) 215-9289</p> <p>Room A113</p>	<ul style="list-style-type: none"> <li>• Medical Disabilities</li> <li>• Mobility Disabilities</li> <li>• Sensory Disability</li> </ul>

## Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

## Board of Regents for Higher 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 Vicky Baker, the Diversity Officer and Title IX Coordinator:

Vicky Baker  
Title IX Coordinator and Diversity Officer  
574 New London Turnpike, Norwich CT 06360  
860.215.9255 \* VBaker@trcc.commnet.edu

## Notification of Cancelled Class

If circumstances allow, I will post an announcement in Bb 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.

## Additional Comments

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed using Microsoft Office 2016. If you do not have the needed software at home, the software is available for a free download through the Connecticut College System. You can download the suite via your college email/Office 365 account. There is also a computer lab available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

## Login Instructions

The College computer logon procedure is as follows: Username will be their banner id without the @.

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth (with initial capitalization) and the xxxx is the last 4 numbers of the social security number.

Log on to: Must be STARS

Logging onto Blackboard: Use this link for help on how to log in:

<http://blackboardsupport.trcc.edu/display/TRSS/STUDENT+LOGIN>

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

## Disclaimer

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

## BBG K115

### COMPUTER SOFTWARE APPLICATIONS (10596)

#### TENTATIVE SCHEDULE, SPRING 2018

Jan. 23	Welcome, Introductions, Syllabus, Class Expectations
Jan. 25	Blackboard, MyITab, Common Features
Jan. 30	Word – Chapter 1, Introduction to Word (pp 130-196)
Feb. 1	Word – Chapter 1, Introduction to Word (pp 130-196)
Feb. 6	Word – Chapter 2, Documentation Presentation (pp. 198-267)
Feb. 8	Word – Chapter 2, Documentation Presentation (pp. 198-267)
Feb. 13	Word – Chapter 3, Document Productivity (pp. 268-331)
Feb. 15	Word – Chapter 3, Document Productivity (pp. 268-331)
Feb. 20	Word – Chapter 4, Collaboration and Research (pp. 332-400)
<b>TEST #2</b>	<b>Exam on Word</b>
<b>Feb. 22</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
Feb. 27	Excel – Chapter 1, Introduction to Excel (pp. 402-487)
Mar. 1	Excel – Chapter 2, Formulas and Functions (pp.486-531)
Mar. 6	Excel – Chapter 2, Formulas and Functions (pp.486-531)
Mar. 8	Excel – Chapter 3, Charts (pp. 532-595)
Mar. 13	<b>Spring Break – No Class</b>
Mar. 15	<b>Spring Break – No Class</b>
Mar. 20	Excel – Chapter 3, Charts (pp. 532-595)
Mar. 22	Excel – Chapter 4, Datasets and Tables (pp.596-661)

<b>Test #3</b>	<b>Exam on Excel</b>
<b>Mar. 27</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
Mar. 29	Access – Chapter 1, Introduction to Access (pp. 662-731)
Apr. 3	Access – Chapter 1, Introduction to Access (pp. 662-731)
Apr. 5	Access – Chapter 2, Tables and Queries in Relational Database (pp.732-809)
Apr. 10	Access – Chapter 2, Tables and Queries in Relational Database (pp.732-809)
Apr. 12	Access – Chapter 4, Creating and Using Professional Forms and Reports (pp. 862-923)
Apr. 17	Access – Chapter 4, Creating and Using Professional Forms and Reports (pp. 862-923)
Apr. 19	Access – Additional Day of Access – Review and In-Class Work
<b>Test #4</b>	<b>Exam on Access</b>
<b>Apr. 24</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
<b>April 26</b>	<b>MAKE-UP EXAM DATE: If you have missed any of the first three exams, your make-up exam will be given during class today. (If you have completed all three exams, you do not need to come to class today.)</b>
May 1	PowerPoint – Chapter 1 Introduction to PowerPoint (pp.924-989)
May 3	PowerPoint – Chapter 2 Presentation Development (pp.990-1041)
May 8	PowerPoint – Chapter 3 Presentation Design (pp.1042-1115)
<b>Test #5</b>	<b>Exam on PowerPoint</b>
<b>May 10</b>	<b>(Last day for submittal of homework assignments for this section.)</b>