

THREE RIVERS COMMUNITY COLLEGE  
COURSE OUTLINE  
(Monday/Wednesday/Friday 10:00-10:50)

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**Course Number/Title:** CSA K105 Intro to Software Applications I

Course # 30114

**Lecture:** 1.25 hrs/class    **Laboratory:** 0 hrs                      **Credit:** 3 hrs            **Contact:** 3 hrs

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**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. They are available on campus from the Academic Share (Anderson/Fall2014/CSA105 folder) or can be downloaded from the Exploring series companion website. 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:** 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. Quizzes/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 2013 and then goes into details on its components (Microsoft Word, Excel, Access, and PowerPoint).

Course Objectives:

1. 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.
2. 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.
3. 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:

**Windows**

Navigate interface and dialog boxes.

Search for files and folders

Office Fundamentals Open, save and print a document.

Select, edit, insert, move, and copy text

**Word**

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.

### **Excel**

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.

### **Access**

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.

### **PowerPoint**

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.

**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: Computer Assignments 25%  
Quizzes 20%  
Midterm 25%  
Final Project 25%  
Discussion Participation 5%

### **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 drop box.

**Quizzes:** Tests/quizzes may be multiple-choice, short answer, and/or problems 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 14th. A "W" will be entered on the student transcript. An "N" (No basis for a grade/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: 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 the Disabilities Counselor.

## COURSE TOPICS/CONTENT

1	Windows and Introduction	
	A. Intro, Getting Started	8/31
	B. File Access	
2	Microsoft Word	
	A. Chapter 1	9/2 -4
	B. Chapter 2	9/9 -11
	C. Chapter 3	9/14
	D. Chapter 4	9/16 - 18
	<b>Word Quiz</b>	<b>9/21-25</b>
	NO CLASS 9/7	
3	Microsoft Excel	
	A. Chapter 1	9/28 – 10/2
	B. Chapter 2	10/5 - 9
	C. Chapter 3	10/12 - 16
	D. Chapter 4	10/19 - 23
	<b>Midterm</b>	<b>10/26 -30</b>
4	Microsoft Access	
	A. Chapter 1	11/2 -6
	B. Chapter 2	11/9 - 13
	C. Chapter 3	11/16 -20
	D. Chapter 4	11/23 - 25
	<b>Access Quiz</b>	<b>take home</b>
5	Microsoft PowerPoint	
	A. Chapter 1	11/30
	B. Chapter 2	12/2 - 4
	C. Chapter 3	12/7
	D. Chapter 4	12/9 - 11
	FINAL EXAM	12/14-18