

# **SYLLABUS**

## **INTRODUCTION TO SOFTWARE APPLICATIONS**

**CSA K105      CRN 30396      SECTION T22      KTRCC E214**

**MONDAYS-WEDNESDAYS      2:00 PM – 3:15 PM  
8/26/2013 – 12/19/2013**

**THREE RIVERS COMMUNITY COLLEGE  
NORWICH, CONNECTICUT 06360**

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**FALL 2013**

## 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.
- 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:

## LEARNING OUTCOMES AND OBJECTIVES

*The student will be able to:*

Use *Blackboard Learn* to:

- Communicate appropriately in an academic environment.
- Use Discussion Boards and Messaging for communication.
- Submit and retrieve files in Blackboard Content Area.

Use *Microsoft Word* to:

- 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

Use *Microsoft Access* to:

- 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.

Use *Microsoft Windows* to:

- Navigate interface and dialog boxes.
- Search for files and folders

Use *Microsoft Excel* to:

- 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.

Use *Microsoft PowerPoint* to:

- Use slide layouts, apply design themes, add a table, and 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.

## REQUIRED TEXTBOOK AND MATERIALS

**Textbook:** Poatsy, MaryAnne, et. al. *Exploring Microsoft Office 2013*, Volume 1. New Jersey: Pearson Education, Inc. 2014. This text is sold through the Three Rivers bookstore (package ISBN 9781269339155 three hole punched) bundled with: the access code for the Prentice Hall MyITLab site (**MyITLab is required for this class**) and a trial of Office 2013 (180 day). 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-premium-academic-180-day-trial-digital-9780133419306>). The Office

2013 trial software does not install on your computer, it downloads from the Microsoft cloud. See the following for details: <http://office.microsoft.com/en-us/buy-microsoft-office-365-home-premium-FX102853961.aspx>.

**Software:** You will need Windows 7 (Windows 8 may also be used) and Office 2013 with Access and a *MyITLab* access code in order to complete the class exercises and homework. Windows 7 and Office 2013 are available in the computer labs on campus. 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 (Makara/CSA105 folder or can be downloaded from the Exploring Series Companion website located at [Pearson Exploring Series Companion Website](#). A direct link to these files is [Exploring Office 2013 Student Data files](#).

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

## METHODS OF EVALUATION

**Class Assignments:** Class assignments, homework and projects, 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 in Course Content.

**Quizzes and Exams:** Quizzes and exams will be closed book/notes and will cover assigned readings, labs, and material discussed in class. Unexcused absences from quizzes and exams will result in a score of 0 for that quiz or exam. Excused absences must be requested in advance of the quiz or exam. Students are required to make up missed quizzes, lab assignments, and examinations resulting from excused absences. Arrangements are to be made up on an individual basis with the instructor.

## GRADING, ATTENDANCE, AND CLASSROOM POLICIES

### COURSE GRADE

Class assignments and examinations will be given as discussed above. Lab assignments will make up 30 percent of the final grade. Projects, quizzes, and examinations, and class participation will make up 70 percent of the final grade.

The following table lists the academic grades used and their corresponding quality points.

GRADES	DEFINITION	EQUIVALENT	QUALITY POINTS
A	Excellent	94-100	4.0
A-		90-93	3.7
B+		87-89	3.3
B	Good	83-86	3.0
B-		80-82	2.7
C+		77-79	2.3
C	Satisfactory	73-76	2.0
C-		70-72	1.7
D+		67-69	1.3
D	Poor	63-66	1.0
D-		60-62	0.7
F	Unsatisfactory		0.0

A student may request an irrevocable Audit status from the Registrar within the Add-Drop Period. Audit status is considered a non-academic grade.

### ATTENDANCE

Students are expected to attend class regularly. No absences of any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions.

## CELL PHONES AND PAGERS POLICY

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.

## COLLEGE WITHDRAWAL POLICY

Students may withdraw, in writing or verbally at the Registrar's Office, for any reason until the 14<sup>th</sup> week of classes. 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. A "W" will be entered on the student transcript. An "N" (implicit withdrawal) may be entered for a student who stops submitting work before 60% of the class is completed.

## CANCELLATION OF CLASSES

Any college delay or closing due to weather or other circumstances will be announced by the college on its website as well as radio and television announcements. Delays and closings will have little or no impact on scheduled activities for this class. There may be instances when it will be necessary for the instructor to independently cancel classes such as for illness or personal inability to travel safely to the college. In these instances the instructor will notify students at least two hours in advance that classes will not be held. Notifications will be made by Announcement on *Blackboard*. It is the student's responsibility to check *Blackboard* regularly.

## ACADEMIC INTEGRITY

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

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 acceptable 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 licenses for software programs and/or services

## MYCOMMNET ALERT

*MyCommNet Alert* is a notification system that delivers critical information to students, faculty and staff of the Connecticut Community Colleges in the event of an emergency. The system delivers emergency messages through text messaging over cellular phones. Emergencies may include campus-related immediate health or safety situations and may also include weather-related college delays or closings. All students are encouraged to sign up for myCommNet Alert. Instructions for enrolling in *myCommNet Alert* and additional details are available at: [MyCommNet Alert](#).

## STUDENT EMAIL

The Connecticut Community Colleges issue student email addresses to all students. The College-issued student email will be the official mode of communication with students on administrative matters. Students may look up their email address in myCommNet. Directions are available at: [Student Email Guide](#).

**DISABILITIES STATEMENT**

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 OUTLINE

*Disclaimer: The instructor reserves the right to revise information contained in this syllabus. Changes, if any, will be announced in class.*

WEEK	DATE (WEEK OF)	TOPICS	TEXT READING	TEXT ASSIGNMENT	LAB
1	8/26/13	Introduction to Windows Office Fundamentals	Windows Chapter 1 Office Chapter 1	Windows 7 Chapter 1, pp. 1-51 Office Fundamentals Chapter 1, pp. 55-136	<i>Do all the <b>Hands-On Exercises (HOE's – yellow pages)</b>. Complete assignments posted on Blackboard <b>Course Content</b>.</i>
2	9/2/13 <i>No Monday Class</i>	Introduction to Word Document Presentation	Word Chapter 1 Word Chapter 2	Word Chapter 1 pp. 137 – 196 Word Chapter 2 pp. 197 - 258	
3	9/9/13	Document Productivity	Word Chapter 3	Word Chapter 3 pp. 259 - 312	
4	9/16/13	Collaboration & Research	Word Chapter 4	Word Chapter 4 pp. 313 - 372	
5	9/16/13	Introduction to Excel	Excel Chapter 1	Excel Chapter 1 pp. 373 - 446	
6	9/30/13	Formulas and Functions	Excel Chapter 2	Excel Chapter 2 pp. 447 - 504	
7	10/7/13	Charts	Excel Chapter 3	Excel Chapter 3 pp. 505 - 554	
8	10/14/13	Datasets and Tables	Excel Chapter 4	Excel Chapter 4 pp. 555 - 616	
9	10/21/13	<b>Word and Excel Exam</b> Introduction to Access	Access Chapter 1	Access Chapter 1 pp. 617 - 674	
10	10/28/13	Tables and Queries	Access Chapter 2	Access Chapter 2 pp. 675 - 744	
11	11/4/13	Query Data	Access Chapter 3	Access Chapter 3 pp. 745 – 790	
12	11/11/13 <i>No Monday Class</i>	Forms and Reports	Access Chapter 4	Access Chapter 4 pp. 791 – 842	

13	11/18/13	Introduction to PowerPoint	PowerPoint Chapters 1,2	PowerPoint Chapter 1 pp. 843 – 898 PowerPoint Chapter 2 pp. 899 - 942	
14	12/2/13	Presentation Design	PowerPoint Chapters 3,4	PowerPoint Chapter 3 pp. 943 – 1006 PowerPoint Chapter 4 pp. 1007 - 1072	
15	12/9/13	<b>Access and PowerPoint Exam</b>			