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

Course # 30112

**Lecture:** 3 hrs        **Laboratory:** 0 hrs        **Credit:** 3 hrs        **Contact:** 3 hrs

**Course Description:**  This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, PowerPoint, and the Internet Explorer.

**Texts:**  *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. See the following for installation details: http://office.microsoft.com/enus/buy-microsoft-office-365-home-premium-FX102853961.aspx. Navigate to Frequently asked questions/More FAQs/Download and install Office/How do I install Office 365 Home Premium or Office 365 University? You will need Windows 8 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. 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 – folder will be available after August 25, 2014) 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.

**Prerequisites:**  None    **Co-requisites:**  None

Instructor: Melanie Hannah
        Phone: (860) 228-4581
        Email: Melahannah@aol.com (home) Melanie.hannah@thehartford.com (work)

Measurable Objectives

The student will be able to:

1.      Identify and explain computer hardware components including RAM and storage devices

2.      Identify the objects on the Windows desktop and the components of an individual window

3.      Use Windows Explorer to

- Move, copy, and delete files and folders and retrieve them from the Recycle Bin
- Locate files anywhere on the system

4. Use a browser such as Internet Explorer to navigate the World Wide Web using URLs and hyperlinks

5. Download and uncompress files

6. Use a search engine to answer an assigned question

7. Use MS Word to
   - Create, save, retrieve, and print a document
   - Edit content  and check spelling
   - Format characters and paragraphs
   - Include and format graphics

8. Use MS Excel to
   - Create, save, and retrieve a workbook
   - Print-preview, and print a worksheet, chart or workbook
   - Format a worksheet
   - Insert and delete rows and columns and copy and/or move ranges
   - Create cell formulas with both relative and absolute addressing
   - Display both computed values and cell formulas
   - Use Excel functions
   - Create charts

9. Create a compound document consisting of a word processing document with spreadsheet components

10. Use MS Access to
    - Create a database table
    - Add, delete, and edit records
    - Print a report
    - Sort and search records
    - Create a form
    - Create queries

11. Use MS PowerPoint to create a PowerPoint presentation and edit an existing presentation.
    - Use slide layouts, apply design themes, add a table, insert clipart.
    - 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.

# COURSE TOPICS/CONTENT

1      Windows and Introduction
- A.     Intro, Computing Concepts and History    9/8
- B.     File Access
- C.     Assessment

Microsoft Word
- A.     Chapter 1    9/8
- B.     Chapter 2 -3    9/15
- C.     Chapter 3- 4    9/22
  Take home Word Quiz

3      Microsoft Excel
- A.     Chapter 1    9/29
- B.     Chapter 2    10/6
- C.     Chapter 3 -4    10/13
- D.     Chapter 4 and review    10/20

Midterm 10/27 take home no class    10/27

4.     Microsoft PowerPoint
- A.     Chapter 1- 2    11/3
- B.     Chapter 3 - 4    11/10
  PowerPoint Quiz in class    11/17

5      Microsoft Access
- A.     Chapter 1- 2    11/24
- B.     Chapter 2 - 3    12/1
- C.     Chapter 3 - 4    12/8

FINAL EXAM    12/15

**Course grades:** Class grades are determined as follows: 25% Midterm; 25% Quizzes; 25% Final Exam; 25% Homework,  Attendance, and Blackboard. It is strongly suggested that any issues and/or questions that you may have or problems that you experience be posted in a discussion group on Blackboard. Other students can then reply to offer advice or assistance. You will be graded for your Blackboard participation.

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 cancellations:** I will announce any planned class cancellations. If there is a weather issue, check with the college to see if class is cancelled.

**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 8th. 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.

**Attendance**
I expect you to attend classes. Please inform me of a planned absence in advance so I can excuse your absence.  An example of a planned absence would be that you had to travel overnight out of state on a business trip.  If for some reason I cannot make it to class, I will either arrange for a substitute instructor or notify the evening administrator.

**Computer Use**
If you do not have access to a computer at home or work, or you do not have Windows 2010 or any particular piece of software, you can use the computers in the lab in E Wing on the first floor, or in the library, or during class time. If you use the computer lab, please check to make sure when it is open. The staff in the lab are not there to help you with your assignments; however, they may be able to answer a general question.

**Exams, Quizzes, Homework**
There will be midterm and final exams.  There will be quizzes, announced or unannounced. Exams and quizzes may be take-home or in-class, open book and open notes or not. All exams and quizzes must be your own work. Neither the exams nor quizzes are the time to first become acquainted with your textbook. Homework assignments are posted in the syllabus on Blackboard. Changes will be announced as necessary.