

THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE
(Monday/Wednesday 3:30-4:45)

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

Course # 10507

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 I; Poatsy, Mulbery, Hogan, Krebs, Cameron

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.

COURSE TOPICS/CONTENT

1	Windows and Introduction	
	A. Intro, Computing Concepts and History	week 1
	B. File Access	
	C. Assessment	
	Microsoft Word	
	A. Chapter 1 -2	week 1 & 2
	B. Chapter 3 -4	week 2 & 3
3	Microsoft Excel	
	A. Chapter 1	week 4
	B. Chapter 2	week 5
	C. Chapter 3	week 6
	D. Chapter 4	week 7
4.	Microsoft Access	
	A. Chapter 1	week 8
	B. Chapter 2	week 9
	C. Chapter 3	week 10
	D. Chapter 4	week 11
5	Microsoft PowerPoint	
	A. Chapter 1 - 2	week 12
	B. Chapter 3 - 4	week 13
	Quiz: Access and PowerPoint	week 14
	FINAL EXAM	week 15

Withdrawal:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" available in the Registrar's office within the limits of the semester calendar. Students who do not withdraw but stop attending will be assigned an "F" signifying a final grade. The last day to withdraw from classes is May 7, 2012.

Disabilities Statement:

If you are a student with a disability and believe you will need accommodations for this class, you must contact Disabilities Counseling Services at 860-823-2830. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. The instructor cannot provide accommodations until an accommodation letter from the Disabilities Counselor is received.

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 to sources of material you use from others; and act at all times with honor.

NOTES REGARDING THIS COURSE

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.

Grading

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.