CSA105 - Introduction to Software Applications

Course Syllabus

Instructor: Tish Lorinsky
Private Contact Methods: Blackboard Messages (preferred) *or* Email LLorinsky@trcc.commnet.edu (emergency only) for private (one-to-one) communications
Public Blackboard Discussions: all students and instructor communications on class topics - this is the primary class communication method
Campus Office Hours: By appointment. Call 860-334-6583.
Instructor Response Time Objectives: Electronic Messages - 48 hours (weekdays), 72 hours (weekends)
Discussion posts - 24 hours (weekdays), 48 hours (weekends)
Assignment grading – 1 week or less from due date (no assignments are graded before the due date)
Phone messages – 72 hours (weekdays), 96 hours (weekends)

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, ISBN13: 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 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.

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: Assignments, with due dates, will be released throughout this fall session. Tests are given after completing each topic (Word, Excel, Access and PowerPoint), 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

- 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 optional 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.
- 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	35%
Quizzes	25%
Final Project	30%
Discussion Participation	10%

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.

Tests: Tests will cover material from the text, exercises, assignments and presentations.

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:

- Copying 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 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 Outline

Week	Topics	Approx. Assignment Due Dates (check online for actual)	Text Assignments
	Pre-Assignment	8/27	none
1	Getting Started with Windows 8	8/29	Windows 8 Chapter 1, pp. 1 – 51 or pp. 1 - 53
2	Office Fundamentals and File Management	9/4	Office Fundamentals Chapter 1, pp. 55 - 136
3	Introduction to Word Document Presentation	9/9 9/12	Word Chapter 1, pp. 137 - 196 Word Chapter 2, pp. 197 - 258
4	Document Productivity	9/19	Word Chapter 3, pp. 259 - 312
5	Collaboration and Research	9/26	Word Chapter 4, pp. 313 - 372
6	Introduction to Excel	10/3	Excel Chapter 1, pp. 373 - 446
7	Formulas and Functions	10/10	Excel Chapter 2, pp. 447 - 504
8	Charts	10/17	Excel Chapter 3, pp. 505 - 554
9	Datasets and Tables	10/24	Excel Chapter 4, pp. 555 - 616
10	Introduction to Access	10/31	Access Chapter 1, pp. 617 - 674
11	Tables and Queries in Relational Databases	11/7	Access Chapter 2, pp. 675 - 744
12	Customize, Analyze, and Summarize Query Data	11/14	Access Chapter 3, pp. 745 – 790
13	Creating and Using Professional Forms and Reports	11/21	Access Chapter 4, pp. 791 – 842
14	Introduction to PowerPoint Presentation Development	11/24 11/26	PowerPoint Chapter 1, pp. 843 – 898 PowerPoint Chapter 2, pp. 899 - 942
15	Presentation Design PowerPoint Rich Media Tools	12/2 12/5	PowerPoint Chapter 3, pp. 943 – 1006 PowerPoint Chapter 4, pp. 1007 - 1072
	Final Project	12/12	To be announced

Note: This course outline is subject to change as conditions warrant.