CSA105 - Introduction to Software Applications

Course Syllabus

Semester: Spring 2014
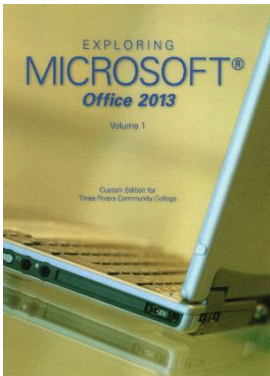
Instructor: Tish Lorinsky

Contact Methods: Blackboard Learn Messaging (preferred) *or* LLorinsky@trcc.commnet.edu for private (one-to-one) communications

Online Discussions: will be available for all learning topics – this is the primary class communication method.

Campus Office Hours: By appointment. Call 860-334-6583.
Instructor Response Time Objectives: Mail messages - 48 hours or less weekdays, 72 hours or less weekends
Discussion posts - 24 hours or less weekdays, 48 hours or less weekends
Assignment grading – 1 week or less from due date (no assignments are graded before the due date)
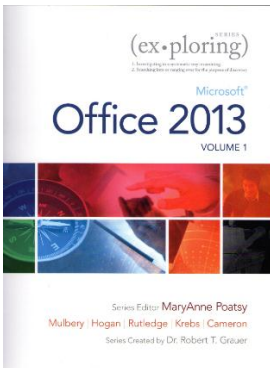Phone messages – 24 hours or less weekdays, 48 hours or less weekends

Required Text:

Exploring Microsoft Office 2013 Volume I by Robert T. Grauer et al, Prentice Hall Publishing, Copyright Year 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 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) and be aware that that purchase may or may not include 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. 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 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 (Anderson/Spring2014/CSA105 folder – folder will be available after January 22, 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 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

o   To provide the student with guidelines for appropriate electronic communication techniques in a business/academic environment and the opportunity to use these techniques for class activities throughout the semester.
o   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.
o   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	Office Fundamentals
Navigate interface and dialog boxes.	Open, save and print a document.
Search for files and folders	Select, edit, insert, move, and copy text

Word	Excel
Set margins and specify page orientation.	Define worksheets and workbooks.
Insert page breaks, headers and footers.	Plan for good workbook and worksheet design.
Add page numbers and insert a cover page.	Enter and edit data in cells and display cell formulas.
Create sections, check spelling and grammar.	Use cell ranges, move, copy, and paste cells and cell ranges.
Control word-wrapping.	Manage and format worksheets.
Set off paragraphs and apply paragraph controls.	Create and copy formulas.
Create a table of contents and an index	Use relative, absolute, and mixed cell references.
Work with tables.	Use basic statistical functions, date functions and the IF,
Insert clip art, images, WordArt and symbols.	VLOOKUP, and PMT functions.
Insert comments, track changes.	Create, modify, embed and print charts.
Compare and combine documents.	Work with large worksheet.
Create master documents and subdocuments.	Explore basic table management, filter, sort and total data.
Acknowledge a source, create a bibliography and select a writing style.	
Create and modify footnotes and endnotes.	
Share and collaborate documents.	

Access	PowerPoint
Explore, describe and navigate among the objects in an Access database.	Use slide layouts, apply design themes, add a table, insert clip art.
Backup, compact and repair Access files.	Use transitions and animations.
Create filters, sort table data.	Run and navigate within a slideshow.
Work with different views in Access objects.	Create a presentation using a template.
Create tables, understand and establish table relationships.	Create a presentation in outline view.
Share data with Excel.	Add existing content to a presentation.
Create, copy and run a query.	Insert a header or footer.
Create calculated fields and expressions.	Create shapes, SmartArt, WordArt.
Perform date arithmetic, work with data aggregates.	Modify and arrange objects.
Create and edit a report.	Insert and modify a picture.

Course Pace: Assignments, with due dates, will be released throughout this session. A test will be given after completing each of the main topics: Word, Excel, Access and PowerPoint.

Course Evaluation: Course evaluation will be based on computer assignments and tests. Participation in the discussion board will receive extra credit. The final grade for this course will be determined by the following percentages:

Computer Assignments	50%
Tests	50%
Discussion Participation	Extra Credit

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 description in Blackboard.

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

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

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 May 12th. A "W" will be entered on the student transcript but will not be included in the calculation of the GPA.

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. Actively participating in the discussion boards both to ask and to answer questions is expected of all students. Posting of detailed instructions for "how to" responses to questions is encouraged but posting of a complete solution is not. Example violations include but are not limited to:

o Copying or sharing 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 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	Approximate Assignment Due Dates (check online for actual)	Text Assignments
	Pre-Assignment	1/24	none
1	Getting Started with Windows 7 or Getting Started with Windows 8	1/29	Windows 7 or Windows 8 Chapter 1, pp. 1 – 51 or pp. 1 - 53
2	Office Fundamentals and File Management	1/31	Office Fundamentals Chapter 1, pp. 55 - 136
3	Introduction to Word Document Presentation	2/5 2/7	Word Chapter 1, pp. 137 - 196 Word Chapter 2, pp. 197 - 258
4	Document Productivity	2/14	Word Chapter 3, pp. 259 - 312
5	Collaboration and Research	2/21	Word Chapter 4, pp. 313 - 372
6	Introduction to Excel	2/28	Excel Chapter 1, pp. 373 - 446
7	Formulas and Functions	3/7	Excel Chapter 2, pp. 447 - 504
8	Charts	3/14	Excel Chapter 3, pp. 505 - 554
9	Datasets and Tables	3/28	Excel Chapter 4, pp. 555 - 616
10	Introduction to Access	4/4	Access Chapter 1, pp. 617 - 674
11	Tables and Queries in Relational Databases	4/11	Access Chapter 2, pp. 675 - 744
12	Customize, Analyze, and Summarize Query Data	4/17	Access Chapter 3, pp. 745 – 790
13	Creating and Using Professional Forms and Reports	4/25	Access Chapter 4, pp. 791 – 842
14	Introduction to PowerPoint Presentation Development	4/30 5/2	PowerPoint Chapter 1, pp. 843 – 898 PowerPoint Chapter 2, pp. 899 - 942
15	Presentation Design PowerPoint Rich Media Tools	5/7 5/9	PowerPoint Chapter 3, pp. 943 – 1006 PowerPoint Chapter 4, pp. 1007 - 1072
	Final Project	5/16	To be announced

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