

SYLLABUS

INTRODUCTION TO SOFTWARE APPLICATIONS

CSA K105 CRN 30106 SECTION T8 KTRCC E125

**WEDNESDAYS 6:30 PM – 9:15 PM
8/26/14 TO 12/17/14**

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

CAROL P. MAKARA, INSTRUCTOR

EMAIL: *cmakara@trcc.commnet.edu*

FALL 2014

Instructor: Carol P. Makara

Contact Methods: Blackboard Messages (preferred) *or* Email cmakara@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

Instructor Response Time Objectives:

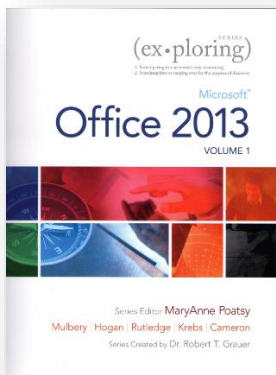
Electronic Messages - 48 hours (weekdays), 72 hours (weekends)

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)

REQUIRED TEXTBOOK AND MATERIALS

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-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/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 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 (Makara/Fall2014/CSA105 folder – folder will be available after August 26, 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_voll/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: Although there is flexibility in when the student works on this course, it is not self-paced. Assignments, with due dates, will be released throughout this fall session. Quizzes/tests will be available immediately after assignments are due 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:

LEARNING OUTCOMES AND OBJECTIVES

The student will be able to:

<p><i>Use Microsoft Windows to:</i> Navigate interface and dialog boxes. Search for files and folders</p>	<p><i>Use Office Fundamentals to:</i> Open, save and print a document. Select, edit, insert, move, and copy text</p>
<p><i>Use Microsoft Word to:</i> 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.</p>	<p><i>Use Microsoft Excel to:</i> 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.</p>
<p><i>Use Microsoft Access to:</i> 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.</p>	<p><i>Use Microsoft PowerPoint to:</i> 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.</p>

GRADING AND CLASS POLICIES

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.

Quizzes: Tests/quizzes will be multiple-choice or short answer and will cover material from the text, exercises, assignments, and presentations.

Class Cancellations: 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 by Announcement on *Blackboard* at least two hours in advance that classes will not be held. It is the student's responsibility to check *Blackboard* regularly. However, if there is an impact (such as a widespread power outage might cause), then your instructor will inform you of any changes to existing dates.

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 who 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 acceptable 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	CLASS DATES	TOPICS	TEXT ASSIGNMENTS	DUE DATES¹
1	8/27/14	Pre-Assignment Getting Started with Windows 8	None Windows 8 Chapter 1, pp. 1-51	8/29 9/1
2	9/3/14	Office Fundamentals	Office Fundamentals Chapter 1, pp. 55-136	9/8
3	9/10/14	Introduction to Word Document Presentation	Word Chapter 1 pp. 137 – 196 Word Chapter 2 pp. 197 - 258	9/15
4	9/17/14	Document Productivity	Word Chapter 3 pp. 259 - 312	9/22
5	9/24/14	Collaboration & Research	Word Chapter 4 pp. 313 - 372	9/29
6	10/1/14	Introduction to Excel	Excel Chapter 1 pp. 373 - 446	10/6
7	10/8/14	Formulas and Functions	Excel Chapter 2 pp. 447 - 504	10/13
8	10/15/14	Charts	Excel Chapter 3 pp. 505 - 554	10/20
9	10/22/14	Datasets and Tables	Excel Chapter 4 pp. 555 - 616	10/27
10	10/29/14	Introduction to Access	Access Chapter 1 pp. 617 - 674	11/3
11	11/5/14	Tables and Queries	Access Chapter 2 pp. 675 - 744	11/10
12	11/12/14	Query Data	Access Chapter 3 pp. 745 – 790	11/17
13	11/19/14	Forms and Reports	Access Chapter 4 pp. 791 – 842	11/24
14	11/26/14	Introduction to PowerPoint Presentation Development	PowerPoint Chapter 1 pp. 843 – 898 PowerPoint Chapter 2 pp. 899 - 942	12/1
15	12/3/14	Presentation Design PowerPoint Rich Media	PowerPoint Chapter 3 pp. 943 – 1006 PowerPoint Chapter 4 pp. 1007 - 1072	12/8
16	12/10/14	Final Project	To Be Announced	12/15

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

¹ Approximate Assignment Due Dates: Check on Blackboard in the **Assignment** for the Actual Due Date.