

# Introduction to Software Applications – CSA\*K105-T2 CRN 30114

## Fall 2014 Course Syllabus

### Room E125, M/W/F 10:00 – 10:50 AM

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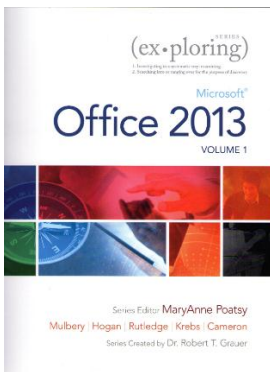
**Instructor:** Prof. Wanda Short  
**Office:** C128  
**Contact Methods:** **Blackboard Learn Messaging (preferred)**  
[wshort@trcc.comnet.edu](mailto:wshort@trcc.comnet.edu) (emergency only) for private (one-to-one) communications  
**Telephone:** (860) 215-9473 office  
**Office Hours:** Mondays/Wednesdays/Fridays 11:00 AM – Noon  
Other Dates/Times by Appointment  
**Online Discussions:** Available for all learning topics – this is the primary class communication method

#### **Instructor Response Time Objectives:**

Discussion posts: 24 hours (weekdays), 48 hours (weekends)  
Electronic Messages & Phone Voice Messages: 48 hours (weekdays), 72 hours (weekends)  
Assignment grading: 1 week or less from due date

#### **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, 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 (SHORT/Fall2014/CSA105 folder) 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](http://wps.prenhall.com/bp_exploring_office_2013_vol1/236/60591/15511506.cw/index.html).

**Required 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**

- 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:

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

**Instructor Assistance:** Seeking help from the instructor outside of class is encouraged. You are encouraged to seek assistance during class as well as during office hours and other times by appointment.

**Student Evaluation:** Evaluation will be based on computer assignments, quizzes, a final project and participation in discussions. The final grade for this course will be determined by the following percentages:

Computer Assignments	50%
Quizzes	25%
Final Project	20%
Discussion Participation	5%
<hr/> Total	<hr/> 100%

**Course Grades:** Grades will be assigned as objectively as possible, according to the following scale:

94 -100	A
90 - 93	A -
87 - 89	B +
83 - 86	B
80 - 82	B -
77 - 79	C +
73 - 76	C
70 - 72	C -
67 - 69	D +
63 - 66	D
60 - 62	D -
Below 60	F

**Computer Assignments:** Class assignments should be submitted on or before the due date and time. **An assignment will lose 10% of your total score earned for each week late.** Assignments will be graded on professionalism, accuracy, style and completeness. The details for each assignment, including work to be done and the due date will be posted in Blackboard Learn.

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

**Final Project:** The final project is cumulative and will encompass Word, Excel, Access and PowerPoint.

**Discussion Participation:** Each student is expected to attend every class. If you miss a class, you are responsible for obtaining notes, handouts and assignments. The course syllabus, course content, lectures, notes and assignments are located in Blackboard Learn. A 5% grade weight is assigned to Discussion Participation via classroom and Blackboard Learn. If you cannot attend a lecture due to extraordinary events, notify the instructor in advance. Unless special arrangements have been made with the instructor in advance, the due date for assignments and quizzes will not change.

**Online Communication:** The primary method of online communication (between all students and the instructor) for this class will be **forums in discussion boards**. Any private communications (between one student and the instructor) should use the **Blackboard messaging** capability called “**Messages**”. Email outside of Blackboard should only be used for emergencies.

**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 class discussions and discussion boards both to ask and 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:

- 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

**Classroom Policies:**

- Use of **cell phones**, pagers, texting, surfing the Internet or playing computer games **are Not Permitted** during class.
- Language and behavior that is disrespectful, or disruptive, to others is unacceptable. Students should refer to their Student Handbook for examples of such behavior as well as additional school policies.
- There is **NO food or drink** allowed in the labs.

**Class Cancellations:** If class is cancelled, you will be informed of any changes, if any, to existing dates via Blackboard Learn.

**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 8<sup>th</sup>. 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.

**Students with Disabilities:** If you are a student with a disability and believe you will need accommodations for this class, you must contact the TRCC’s Disabilities Counseling. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

<u>Course Topics</u>	<u>Number of Weeks</u>
Windows 8; Office Fundamentals and File Management	1 week
Microsoft Office Word 2010	4 weeks
Microsoft Office Excel 2010	4 weeks
Microsoft Office Access 2013	3 weeks
Microsoft Office Power Point 2010	2 weeks