# Introduction to Software Applications – CSA*K105-T13 CRN 10949
Spring 2014 Course Syllabus
Room E116, M/W/F 1:00 – 1:50 PM

Instructor: Prof. Wanda Short
Office: C128
Contact Methods: **Blackboard Learn Messaging (preferred)**
or wshort@trcc.commnet.edu (emergency only) for private (one-to-one) communications
Telephone: (860) 215-9473 office
Office Hours: Tuesdays/Thursdays 1:30 – 3:00 PM
Other Dates/Times by Appointment
Online Discussions: Available for all learning topics – this is the primary class communication method

Required Text:
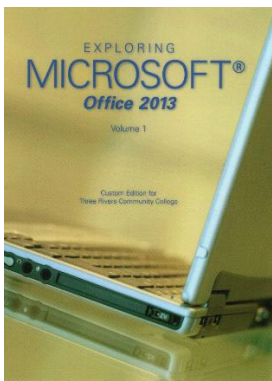
Exploring Microsoft Office 2013 Volume 1 by Mary Poatsy, et al, Prentice Hall Publishing, Copyright Year 2014

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 of Office 2013 (180 day). 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 details: http://office.microsoft.com/en-us/buy-microsoft-office-365-home-premium-FX102853961.aspx.
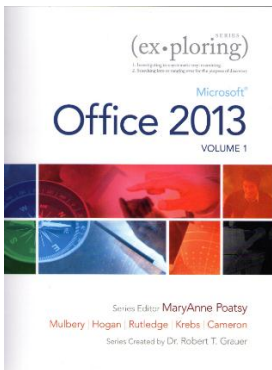
You will need Windows 7 (Windows 8 may also be used) and Office 2013 with Access and a MyITLab access code in order to complete the class exercises and homework. Windows 7 and Office 2013 are available in the computer labs on campus. No software installation support is provided by TRCC faculty or staff.

Student Data Files: These files are needed to complete the class exercises. They are available on campus from the Academic Share (Short/Spring2014/CSA105 folder) or can be downloaded from the Exploring series companion website located at http://www.pearsonhighered.com/exploring/. 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 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.
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. • Search for files and folders	• Open, save and print a document. • Select, edit, insert, move, and copy text
Word	**Excel**
• 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.	• 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	**PowerPoint**
• 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.	• 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	50%
Quizzes	25%
Final Project	20%
Discussion Participation	5%
Total	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

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, True/False or Short Answer and will cover material from the text, exercises, assignments, and presentations.

In-Class Participation: Each student is expected to attend every class. This course is designed in such a way that a student should get more from the in-class activities than from the textbook alone. If you miss a class, you are responsible for obtaining notes, handouts and assignments. Course material including syllabus, course content, lectures, notes and is located in Blackboard Learn. As noted in the course evaluation, a 5% grade weight is assigned to course participation and attendance. Attendance will be taken at each class meeting. If you cannot attend a lecture due to extraordinary events, notify the instructor in advance of the class you will miss. 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".** The Blackboard email tool will not be used in this class. Email outside of Blackboard should only be used for emergencies. You would use my email address of: wshort@trcc.commnet.edu for any such emergencies

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.

Instructor Assistance: Seeking help from the instructor outside of class is encouraged if you are having difficulty understanding course material. You are encouraged to seek assistance during class as well as during office hours and other times by appointment.

Class Cancellations: as a fully online class with no meetings on campus, any college delay or closing due to weather or other circumstances will have little to no impact on scheduled activities for this class. 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.

Course Withdrawal: 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 10th. A "W" will be entered on the student transcript but will not be included in the calculation of the GPA. An "N" (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. 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:

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 of licenses for software programs and/or services.

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 Services at (860) 892-5751 or (860) 383-5240. 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.

Course Topics	Number of Weeks
Windows 7 and Office Fundamentals and File Management	1 week
Microsoft Office Word 2010	4 weeks
Microsoft Office Excel 2010	4 weeks
Microsoft Office Access 2013	4 weeks
Microsoft Office Power Point 2010	2 weeks