

**CSA\* K205 (CRN# 10358) Advanced Applications – Spring 2014**  
**Wednesdays - 5:30-8:15PM, Room E-125**

**Instructor:** Gina M. Laudone

**Contact Methods:** **Blackboard Learn Messaging (preferred)** or glaudone@trcc.commnet.edu (not checked as often as Blackboard Message) for private (one-to-one communications)

**Online Discussions:** will be available for all learning topics – students are encouraged to use this venue to communicate with each other and the instructor between classes

**Cell Phone:** (401) 741-5680 (please also use text in event of emergency or urgent question)

**Office Hours:** I will be available a half hour before and after class as needed. If you need additional time during the week please let me know in advance and I will try my best to accommodate your needs.

**Course Description:** This course is a continuation of Introduction to Software Applications. The course will cover more advanced topics in Microsoft Word, Excel, Access and PowerPoint. This course requires an introductory knowledge of Microsoft Office.

**Required Text/Software:**

Microsoft Office 2013 Volume 2 – Robert T. Grauer – ISBN-13:978-0-13-341212-3 – It is highly recommended that you buy the book via the bookstore **and bundled with MyITLab**. MyITLab will be a required tool for completing homework. You will be getting more value for your money if your copy includes MyITLab.

You will need Windows 7 or 8 and Office 2013 with Access in order to complete the class exercises and homework (Office Mac 2011 should not be used for this class.). Windows 7 and Office 2013 are available in the computer labs on campus. Office 2013 is NOT included with the textbook but is available for purchase at academic pricing through the TRCC bookstore ([www.efollett.com/software](http://www.efollett.com/software)). There is also an Office 2013 free trial download available from Microsoft ([technet.microsoft.com/en-us/evalcenter/ee390818](http://technet.microsoft.com/en-us/evalcenter/ee390818)) but this will expire 60 days after installation. No software installation support is provided by TRCC faculty or staff.

**Student Data Files:** These files are needed to complete the class exercises. They will be available on campus from the Academic Share drive on the first day of class (Laudone/Spring2014/CSA205 folder) or can be downloaded from [www.prenhall.com/grauer](http://www.prenhall.com/grauer) - Select Exploring Microsoft Office 2013 Volume 2. Download the Student Data files to your USB key.

**Supplies and Materials:** Removable storage device (memory stick, aka travel drive, USB drive, etc.) are required for this course. Please reserve 1GB of storage for this course.

**Course Description:** The course is a continuation of the Introduction to Microsoft Office 2013. The student will learn advanced techniques in Microsoft Word, Excel, Access and PowerPoint.

## Course Objectives

### 1. Use Microsoft Word to:

- Construct a Newsletter
- Manage, Create and Use Templates
- Create an Electronic form
- Record and Run a Macro
- Insert and manipulate shapes, text boxes and linked objects

### 1. Use *Microsoft Excel* to:

- Separate and Combine Text
- Manipulate Text with Functions
- Identify and Remove Duplicate Rows
- Group and subtotal data
- Use Conditional Functions
- Create Nested If Functions
- Import Data from text files and other sources
- Apply conditional formatting
- Apply advanced filtering and sorting methods.
- Create and use range names.
- Create and delete Pivot Tables.
- Format, filter, sort, subtotal and refresh a PivotTable.
- Save workbook in different formats.
- Understand Excel options.

### 2. Use *Microsoft Access* to:

- Establish Data Validity
- Create and modify a lookup field
- Create and modify a multivalued lookup field.
- Work with input masks.
- Create forms using the form tool
- Create custom forms in Design View
- Create subforms.
- Design Functional Formats
- Maintain databases with action queries – Update, Append, Make Table and Delete Query

### 3. Use *Microsoft PowerPoint* to:

- Create a poster or banner
- Create and insert a table
- Design a table
- Apply a table style
- Change a table layout
- Share information between applications
- Identify chart types and elements
- Create, insert and modify a chart
- Modify handout and notes master
- Create and modify slide masters.
- Customize a color scheme.
- Create a custom template
- Apply a custom animation.
- Create a custom slide show.

**Course Pace:** Three quarters of the class time will be devoted to lecturing. The rest of the time will be available for starting your homework in class. Homework is due the following week. A test will be given after each section is completed.

**Course Evaluation:** Course evaluation will be based on computer assignments, tests, frequent and meaningful participation in discussions both in class and online. The final grade for this course will be determined by the following percentages:

Four exams (Word, Excel, Access, PowerPoint)	50%
Homework	40%
Attendance/Labs/Participation	10%

**Class Assignments:** Homework assignments will be released in Blackboard at the end of every class. The homework will be due the following class. **All completed homework MUST be uploaded to Blackboard under the correct assignment.** Each file should have your last name and first name included in the filename. Please keep your work organized in folders on your USB key according to the Section and Chapter we are working on Word Ch 4 etc. An assignment will lose 10% of the score for that assignment if submitted late. No assignments will be accepted after the cutoff date (which will be listed with the assignment due 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. Reading the material prior to the class will be part of your homework assignment, this is especially important if a topic is completely new to you. If you missed class, please refer to the PowerPoint presentations available in Blackboard and/or MyITLab as a review of material covered.

**Tests:** A test will be given the week after we complete each section (Word, Excel, Access and PowerPoint). The test will comprise part multiple choice worth 40% and part take home exam worth 60%. Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the exam. **The multiple choice portion must be made up the following week or you will receive a zero for that portion of the exam.** Points will also be taken off for excused late submission.

**Final Grade Scale:**

A	=	94 - 100
A-	=	90 - 93
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F	=	00 - 59

**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 12<sup>th</sup>. 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:

- Copying or sharing 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 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.

**Logging on to Network:**

1. Username = Student ID without the @ sign
2. Password = First 3 letters of month of birth (1<sup>st</sup> letter only capitalized) + & + last 4 digits of SSN (password is case sensitive)  
Example: Oct&6789  
for birth date of October 24, 2009 and SSN of 123-45-6789
3. Domain = STARS

**To Reset Forgotten Password:**

- <http://www.comnet.edu/netid/>

**College Withdrawal Policy:**

A verbal "drop or withdrawal" from course(s) will be accepted through the 10<sup>th</sup> week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY.

**Instructor's Attendance Policy:**

Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course. Please notify the instructor if you will not be attending a class session. Any more than 2 excused absences may result in points off of your final grade.

**Cellular Phones and Beepers:**

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

**Early Warning Policy:**

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

**Notification of Cancelled Class:**

If circumstances allow, I will post an announcement in Blackboard Learn if I am unable to attend a class. The myCommnet Alert Notification System will be one of several communication means used to deliver important information to students, faculty, and staff regarding weather-related class cancellations. The system delivers both email messages, and text messages over cellular phones to those individuals who are registered. To register, go to the following website: <http://my.commmnet.edu/> and click on the following link "What is myCommNet Alert?" for directions on how to enroll for this service. Since this is a web-enhanced on-ground class with meetings on campus, any college delay or closing due to weather or other circumstances will have impact on classroom based activities. However, there may be little to no impact on other scheduled activities for class. I will inform you of any changes to existing dates.

**Disclaimer:**

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

CSA \* K205 (CRN# 10358) COURSE SCHEDULE ~ Spring 2014

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Homework Assignments will be posted in Blackboard each week after class.

Dates	Topics
Jan. 29	Logging on/ Download exercise files Mini Review of Intro to Office Apps Chapter 5 – Desktop Publishing and Graphic Design
Feb 5th	Finish Chapter 5 & Start Word Chapter 6 – Templates
Feb 12 <sup>th</sup>	Word – Finish Chapter 6 & Chapter 7 Document Automation
Feb 19th	Word Multiple Choice Exam In Class Word Take Home Exam Handed Out – Due Next Class Excel Chapter 5 – Subtotals, Pivot Tables and Pivot Charts
Feb. 26th	Excel – Chapter 7 Specialized Functions
Mar 5th	Excel – Chapter 9 Multiple Sheet Workbook Management
Mar 12 <sup>th</sup>	Excel – Chapter 10 Importing Data and Text Manipulation and Miscellaneous Items from Chapter 11
Mar 19th	Spring Break – No Class in Session
Mar. 26th	Excel Multiple Choice Exam in Class Excel Take Home exam handed out – due next class Access Chapter 5 – Data Validation Techniques
Apr 2nd	Access – Chapter 6 Action and Specialized Queries
Apr 9th	Access – Chapter 7 Advanced Forms and Reports
Apr 16th	Access – Chapter 8 Exchanging Data Between Access and Other Applications
Apr. 23 <sup>rd</sup>	Access Multiple Choice Exam In Class Access Take Home Exam Handed Out – Due Next Class PowerPoint Chapter 5 Creating Text Charts, Tables and Graphs
Apr. 30th	PowerPoint – Chapter 6 Interactivity and Advanced Animation
May 7th	PowerPoint – Portions of Chapter 7 and 8 <i>The final exam will be handed out and is due 5/14/14</i>
May 14 <sup>th</sup>	<i>Last day of class. Final exam due.</i>