

Three Rivers Community College
574 New London Turnpike, Norwich, CT 06360

CSA K105-T22 CRN33096
Introduction to Software Applications
Fall 2010 Syllabus

INSTRUCTOR INFORMATION

Instructor: Barbara Chan
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Office Hours: By appointment

COURSE DESCRIPTION

This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access PowerPoint and Internet Explorer. A small amount of time will be devoted to the computer environment, i.e. operating system platform

TEXT AND MATERIALS

Microsoft Office 2007 Volume 1, Third Edition, Grauer et al, Prentice Hall, ISBN back cover of your text book).

Supplies: You will need a USB thumb drive for transfer of saved assignments and projects between your home computer and the college computer.

TEACHING METHODS

Lectures/Lab: Class time will be a combination of lectures and lab time for completing assigned work. You may want to copy lab exercise files onto your USB drive in case you need to finish your work at home.

Assignments: There will be assignments for each lesson. Assignments are due on the specified due date. Assignment received within the week after the due date will receive a deduction of 5 points out of 100 for each day it is late. Assignments received more than one week after the due date will receive no credit. All pages of an assignment must be stapled together as one package. Make sure your name is on page one.

Quizzes and Exams: There will be no quizzes and exams for this course. Grades are given to assignments based on accuracy and completeness. Additional information will be provided as needed.

ACADEMIC POLICIES

Academic Dishonesty: Three Rivers Community College takes plagiarism and cheating very seriously. Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academy dishonesty. Such offenses may be punished by failure on a quiz or project, failure in the course, and/or expulsion from the college. Refer to the College Student Handbook for detailed information on plagiarism.

ATTENDANCE POLICY

The instructor will take attendance at the beginning of each class. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Students are expected to attend all lectures and labs in order to receive full benefit from this course. An absent rate in excess of 10% is deemed excessive and may result in failure.

Students wishing to withdrawal from this class must go to the Registrar's Office and fill out the proper withdrawal form by the posted deadline. Not attending class does not withdraw you from the class automatically, but will lead to a failing grade in the course.

PERSONAL TECHNOLOGY USE POLICY

Students are NOT ALLOWED to use cell phones and other electronic devices during class in the classroom. Please be sure to turn them off prior to coming into the classroom.

ADDITIONAL COMMENTS

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed using Microsoft Office 2007. If you do not have the software at home, there is a computer lab available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

DISCLAIMER

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

Introduction to Software Applications **(Weekly Assignments)**

September 1, 2010

Office Fundamentals: Using Word, Excel, Access, and PowerPoint

Read White pages, 1-11, 18-27, 31-47

Do in-class Yellow pages Hands-On Exercises

Homework: due **September 8, 2010**

1. Practice Exercise 2, Avoiding Fraud Report (chap1_pe2) p58
2. Mid-Level Exercise 2, Formatting a Menu (chap1_mid2) p63
3. Practice Exercise 3, Enhance the Insurance Letter (chap1_mid3) p64

September 8, 2010

Chapter 1, Microsoft Word: What Will Word Processing Do for Me?

Reading assignment: White pages, 69-80, 87-95, 103-109

Do in-class Yellow page Hands-On Exercises

Homework: due **September 15, 2010**

1. Practice Exercise 2, Use Spelling and Grammar Check on Memo (chap1_pe2_memo) p120
2. Practice Exercise 3, Keyboard Shortcuts (chap1_pe3_shortcuts) p121
3. Practice Exercise 4, Protecting Your System (chap1_pe4_virus) p122

September 13 & 15, 2010

Chapter 2, Gaining Proficiency: Editing and Formatting

Reading assignment: White pages, 131-139, 143-151, 159-164, 171-172

Do in-class Yellow page Hands-On Exercises

Homework: due **September 22, 2010**

1. Practice Exercise 1, The Purchase of a PC (chap2_pe1_tips) p183
2. Practice Exercise 2, Creating a List of Job Descriptions (chap2_pe2_personnel) p 184
3. Mid-Level Exercise 1, Creating and Applying Styles (chap2_mid1_conference) p 188

September 20 & 22, 2010

Chapter 3, Enhancing a Document: Tables and Graphics

Reading assignment: White pages, 195-200, 205-211, 219-226,

Do in-class Yellow page hands-on exercises

Homework: due **September 29, 2010**

1. Practice Exercise 1, The Library Station (chap3_pe1_flyer) p 235
2. Practice Exercise 3, The Study Schedule (chap3_pe3_schedule) p 237
3. Mid-Level Exercise 1, Resume (chap3_mid1_resume) p 241

Introduction to Software Applications Microsoft Excel 2007 Labs

September 27 & 29, 2010

Chapter 1: Introduction to Excel: What Can I Do with a Spread Sheet?

Reading assignment: **White pages**, Chapter 1, pages; 311-323, 328-346, 353-356
Do in-class Yellow page hands-on exercises

Homework: due **October 6, 2010**

1. Practice Exercise 1, Verifying a Debit Card (chap1_pe1_debitcard), p 364
2. Practice Exercise 4, Astronomy Lab (chap1_pe4_solarsystem) p 368
3. Mid-Level Exercise 2, Exploring Formatting Options (chap1_mid2_formatting), p 371
4. Mid-Level Exercise 3, Measurement Conversions (chap1_mid3_conversion) p 372

October 4 & 6, 2010

Chapter 2: Formulas and Functions; Math Basics for Spreadsheet Use

Reading assignment: **White pages**, Chapter 2, pages; 379-383, 387-393, 399-402, 407-409

Do in-class Yellow page hands-on exercises

Homework: due **October 13, 2010**

1. Practice Exercise 1, West Transylvania Women's Basketball Statistics (chap2_pe1_basketball) p 415
2. Practice Exercise 2, Predicting Retirement Income (new blank document) p 416
3. Practice Exercise 3, Election Trends (chap2_pe3_election) p 418
4. Practice Exercise 4, Expanded Payroll (chap2_pe4_exppayroll) p 419

October 11 & 13, 2010

Chapter 3: Graphs and Charts: Delivering a Message

Reading assignment: **White pages**, Chapter 3, pages; 429-442, 450-453, 459-461,
Do in-class Yellow page hands-on exercises

Homework: due **October 20, 2010**

1. Practice Exercise 1, Vacation Park Admissions, (chap3_pe1_vacation) p 471
2. Practice Exercise 2, Anytime Talk, Inc. – Chart Formatting (chap3_pe2_talk) p 473
3. Mid-Level Exercise 2, Comparison of Rows and Columns (chap3_mid2_zoo) p 478
4. Mid-Level Exercise 4, Study Analysis (chap3_mid4_scatter) p 480

October 18 & 20, 2010

Chapter 4: Working with Large Spreadsheets and Tables: Manipulating Worksheets and Tables Management

Reading assignment: **White pages**, Chapter 1; pages 485-496, 504-518
Do in-class Yellow page hands-on exercises

Homework: due **October 13, 2010**

1. Practice Exercise 1, West Transylvania Education Foundation Silent Auction (chap4_pe1_auction) p 530
2. Practice Exercise 3, XYZ Corporation Employee List (chap4_pe3_xyz p 532
3. Mid-Level Exercise 4, Population Analysis (chap4_mid4_population) p 539

Introduction to Software Applications Microsoft Access 2007 Labs

October 25 & 27, 2010

Chapter 1: Introduction to Access: Finding Your Way through a Database

Reading assignment: **White pages**, Chapter 1, pages; 545-556, 565-571, 578-580

Do in-class Yellow page hands-on exercises

Homework: due **November 3, 2010**

1. Practice Exercise 1, Comfort Insurance (chap1_pe1_insurance), p 591
2. Practice Exercise 2, Member Reward (chap1_pe2_memrewards) p 592
3. Mid-Level Exercise 1, Object Navigation, Data Entry and Printing Database Objects (chap1_mid1_soccer), p 597

November 1 & 3, 2010

Chapter 2: Relational Databases and Multi-Table Queries: Designing databases and Using Related data

Reading assignment: **White pages**, Chapter 2, pages; 605-617, 625-634, 642-653

Do in-class Yellow page hands-on exercises

Homework: due **November 10, 2010**

1. Practice Exercise 1, Martha's Vineyard Bookstore - Creation (Blank database) p 663
2. Practice Exercise 2, Martha's Vineyard Bookstore - Querying (Previously created document) p 665
3. Mid-Level Exercise 1, Creating a Query and Working with Criteria (chap2_mid1_realestate) p 670

November 8 & 10, 2010

Chapter 3: Customize, Analyze and Summarize Query Data: Creating and Using Queries to Make Decisions

Reading assignment: **White pages**, Chapter 3, pages; 678-682, 689-694, 704-706

Do in-class Yellow page hands-on exercises

Homework: due **November 17, 2010**

1. Practice Exercise 2, Comfort Insurance - Vacation, (chap3_pe2_insurance) p 716
2. Practice Exercise 4, Member Rewards, chap3_pe4_memrewards) p 719
3. Mid-Level Exercise 1, Calculating and Summarizing Specialty Food Data in a Query (chap3_mid1_traders) p 721

November 15 & 17, 2010

Chapter 4: Create, Edit and Perform Calculations in Reports: Creating Professional and Useful Reports

Reading assignment: **White pages**, Chapter 4; pages 730-738, 747-756, 764-769

Do in-class Yellow page hands-on exercises

Homework: due **November 24, 2010**

1. Practice Exercise 1, Comfort Insurance Raises and Bonuses Report (chap4_pe1_insurance) p 779
2. Practice Exercise 4, Member Rewards (chap4_pe4_memrewards) p 783
3. Mid-Level Exercise 2, Calculating and Summarizing Bank Data in a Query (chap4_mid2_nationalbank) p 786

***Introduction to Software Applications
Microsoft PowerPoint 2007 Labs***

November 22 & 24, 2010

Chapter 1: Introduction to PowerPoint: Presentations Made Easy

Reading assignment: **White pages**, Chapter 1, pages; 793-812, 817-822, 829-833, 840-844

Do in-class Yellow page hands-on exercises

Homework: due **December 1, 2010**

1. Practice Exercise 1, Introduction to E-Mail (chap1_pe1_email), p 851
2. Practice Exercise 2, Successful Presentations NEW BLANK DOCUMENT (chap1_pe2_tips_solution), p 852
3. Mid-Level Exercise 2, University Housing (chap1_mid2_university) p 858
4. Review Multiple Choice, pages 849-850

November 29 & December 1, 2010

Chapter 2: Presentation Development: Planning and Preparing a Presentation

Reading assignment: **White pages**, Chapter 2, pages; 867-873, 879-882, 887-889, 892-898

Do in-class Yellow page hands-on exercises

Homework: due **December 8, 2010**

1. Practice Exercise 2, Create an Outline New Presentation
(chap2_pe2_center_solution) p 912
2. Mid-Level Exercise 4, Audience Analysis (chap2_mid4_audience_analysis) p923
3. Review Multiple Choice, pages 910-911

December 6 & 8, 2010

Chapter 3: Presentation Design: Enhancing with Illustrations

Reading assignment: **White pages**, Chapter 3, pages 929-943, 952-962, 968-979

Do in-class Yellow page hands-on exercises

Homework: due **December 15, 2010**

1. Mid-Level Exercise 1, Project Management Life Cycle,
(chap3_mid1_projmgt_solution) p 997
2. FUN Exercise Mid-Level Exercise 2, Clip Art Manipulation
Experience(chap3_mid2_artist) p 999
3. Review Multiple Choice, pages 989-990

December 13 & 15, 2010

Chapter 4: PowerPoint Multimedia Tools: Enhancing with Multimedia

Reading assignment: **White pages**, Chapter 1; pages 1011-1025, 1033-1034, 1038s-1041, 1045-1050,

In-class: **Yellow pages**; 1026-1032, 1035-1037, 1042-1044, 1051-1052,

Final in-class projects:

1. Practice Exercise 3, Create a Border and Apply Picture Styles
(chap4_pe3_birthday_solution) p 1058
2. Practice Exercise 6, Inserting Sound (chap4_pe6_birthday_solution) p 1060
3. Review Multiple Choice, pages 1054-1055