

# **SYLLABUS**

## **CSA K205 ADVANCED APPLICATIONS**

**CRN 10358 SECTION T03**

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

**CAROL P. MAKARA, INSTRUCTOR**  
**PHONE: (860) 886-0268**  
**EMAIL: *cmakara@trcc.commnet.edu***

**SPRING 2008**

**COURSE DESCRIPTION**

This course expands upon some popular software packages currently being used in industry, business, and government such as *Microsoft Word*, *Excel*, *Access*, and the *Internet Explorer*.

**OBJECTIVES**

*The student will be able to:*

1. Use *Microsoft Word* to:

- create a multicolumn newsletter with clipart and graphs.
- format a document using styles, borders and shading, pull quotes, and drop caps.
- construct a simple homepage with clipart and multiple hyperlinks.
- use the Web Page wizard to create a web site.
- build and modify a form containing text fields, check boxes, and drop-down lists.
- generate a master document and various subdocuments.
- record, run, view, and edit simple macros.

2. Use *Microsoft Excel* to:

- create, add, edit, and delete records in a list.
- use database and date functions in data management
- group multiple worksheets and link workbooks.
- automate repetitive tasks using macros and Visual Basic for Applications.
- enhance formatting in worksheets.
- audit and track changes in a spreadsheet.
- create worksheets using templates.

3. Create a compound document consisting of a word processing document with spreadsheet components.

4. Use a Wizard with a program.

5. Use *Microsoft Access* to:

- create a one-to-many and many-to-many relationships between tables in a database.
- use Microsoft Graph to present data.
- create a main form and multiple subforms.
- create a multiple-table queries and reports based on queries.
- use the Switchboard Manager to create and modify a switchboard.
- automate repetitive tasks using macros and Visual Basic for Applications.

6. Use *Microsoft PowerPoint* to:

- use the Rehearse Timings feature to practice delivery.
- use AutoContent Wizard.
- insert and edit a graph in a presentation.
- modify existing clip art, insert sound and animation into a presentation.

- link an Excel worksheet and embed WordArt and sound files into a presentation.

## METHOD OF EVALUATION

Course evaluation will be based on performance on quizzes, exams, and lab assignments.

## QUIZZES AND EXAMS

Quizzes and exams will be in short answer, true and false, or multiple-choice form, and in lab form requiring use of the computer. Quizzes and exams will cover material from lectures and the textbook. Unexcused absences from quizzes and exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the in-class exam.

## LAB ASSIGNMENTS

Lab assignments must be submitted on or before the due date and time. **Late assignments will be awarded a 0 for that assignment.** Any disk submitted for grading that contains a virus will receive a 0 for that assignment. Any damaged disk submitted for grading will also receive a 0.

Unexcused absences from lab assignments will also result in a score of 0 for that assignment. Excused absences must be requested **in advance** of the assignment deadline. Assignments will be graded on professionalism, accuracy, style, and completeness. Details of the lab assignments will be provided separately.

## MAKEUP POLICY

Students are required to make up missed quizzes, lab assignments, and examinations resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

## ATTENDANCE

Students are expected to attend class regularly. No absences of any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning computer software applications. Unexcused absences from exams and quizzes will result in a score of 0 for that test.

## CELL PHONES AND PAGERS POLICY

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

Early intervention will be provided for students in academic difficulty. Tutoring services can be obtained through the Tutoring Center located in the Learning Resource Center at either campus. **The Registrar's Office will be notified in cases of prolonged absences.**

**REQUIRED MATERIALS**

Textbooks: Grauer, Robert T. and Barber, Maryann. *Exploring Microsoft Office 2003 Professional, Volume II*. New Jersey: Prentice Hall. Storage Media: Memory Stick

**COLLEGE WITHDRAWAL POLICY**

Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

**DISABILITIES STATEMENT**

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Judy Hilburger (892-5744) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

**COURSE EVALUATION**

Class assignments and examinations will be given as outlined above. **Lab assignments will make up 30 percent of the final grade and quizzes and examinations will make up 70 percent of the final grade.** The following table lists the academic grades used and their corresponding quality points.

GRADES	DEFINITION	EQUIVALENT	QUALITY POINTS
A	Excellent	94-100	4.0
A-		90-93	3.7
B+		87-89	3.3
B		83-86	3.0
B-		80-82	2.7
C+	Good	77-79	2.3
C		73-76	2.0
C-		70-72	1.7
D+		67-69	1.3
D	Satisfactory	63-66	1.0
D-		60-62	0.7
F	Poor		0.0
	Unsatisfactory		

A student may request an irrevocable Audit status from the Registrar within the Add-Drop Period. Such status may be granted with written approval of the instructor. Audit status is considered a non-academic grade (No grade points).

**INSTRUCTOR CANCELLATION OF CLASSES**

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 attempt to notify students at least two hours in advance that classes will not be held. Notifications will be made by E-mail to the e-mail address provided by the student.

**ACADEMIC INTEGRITY**

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

## COURSE OUTLINE

<u>CLASS</u>	<u>DATE</u>	<u>TOPICS</u>	<u>READING ASSIGNMENTS</u>	<u>LAB ASSIGNMENTS</u> <i>Complete <u>ALL</u> Hands-On Exercises</i>
1	1/28/08	Desktop Publishing	Word 2003 Chapter 5	_____
2	2/4/08	Creating a Home Page	Word 2003 Chapter 6	_____
3	2/11/08	The Expert User	Word 2003 Chapter 7	_____
4	2/18/08	Consolidating Data	Excel 2003 Chapter 5	_____
5	2/25/08	A Financial Forecast	Excel 2003 Chapter 6	_____
6	3/3/08	List and Data Management	Excel 2003 Chapter 7	_____
7	3/10/08	Automating Repetitive Tasks	Excel 2003 Chapter 8	_____
8	3/24/08	<b>MIDTERM EXAM</b>	<b>WORD AND EXCEL</b>	
9	3/31/08	One-to-Many Relationships	Access 2003 Chapter 5	_____
10	4/7/08	Many-to-Many Relationships	Access 2003 Chapter 6	_____
11	4/14/08	Building Applications	Access 2003 Chapter 7	_____
12	4/21/08	Introduction to VBA	Access 2003 Chapter 8	_____
13	4/28/08	Animating a Presentation	PowerPoint 2003 Chapter 3	_____
14	5/5/08	Advanced Techniques	PowerPoint 2003 Chapter 4	_____
15	5/12/08	<b>FINAL EXAM</b>	<b>ACCESS AND POWERPOINT</b>	
<i>THERE WILL BE NO CLASS ON 3/17/2008.</i>				

**ATTENDANCE:** GENERALLY EXPECTED. SIGN-IN SHEET WILL BE ON TABLE. **LABS:** CREATE ONE COVER SHEET PER ASSIGNMENT.

*If a class is cancelled for a reason other than a full college closing, students will be notified by email or by phone if a student does not have internet access to email. It is the student's responsibility to check email regularly.*