

# **SYLLABUS**

## **INTRODUCTION TO SOFTWARE APPLICATIONS**

**CSA K105      CRN 10949      SECTION T13      KTRCC E214**

**MONDAYS, WEDNESDAYS, FRIDAYS 1:00 – 1:50 PM  
1/24/13 – 5/22/13**

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

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**SPRING 2013**

## 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 *Windows*.

## LEARNING OUTCOMES AND OBJECTIVES

*The student will be able to:*

1. Use *Blackboard Learn* to:
  - Communicate appropriately in an academic environment.
  - Use Discussion Boards and Messaging for communication.
  - Submit and retrieve files in Blackboard Messaging and Content Area.
2. Use *Microsoft Windows* to:
  - Manage folders and files in *Windows Explorer*.
  - Use Windows Desktop Search to locate files.
  - Create shortcuts on the desktop and Quick Launch toolbar.
  - Identify components on the Windows desktop.
3. Use *Microsoft Word* to:
  - Create, save, retrieve, print preview, and print a document.
  - Modify content, check spelling, and check grammar.
  - Apply character, paragraph, styles, and whole document formats
  - Move, copy, find, and replace text in a document.
  - Create a table of contents and an index
  - Insert and format a table, clipart, WordArt, and symbols
  - Review documents in collaborative setting using comments, tracking changes
  - Apply reference resources in a document: footnotes, endnotes, bibliography
4. Use *Microsoft Excel* to:
  - Create, save, and retrieve, print preview, and print a workbook.
  - Copy, move, paste, paste special, and autofill cells in a worksheet
  - Insert and delete rows and columns and copy and/or move ranges.
  - Create cell formulas with both relative and absolute addressing.
  - Use statistical, database, and financial functions in a worksheet
  - Format, protect, and manage cells in a worksheet
  - Explore data table management and filters
  - Create, modify, and enhance charts.
5. Create a compound document consisting of a word processing document with spreadsheet components.
6. Use *Microsoft Access* to:
  - Create and modify properties in a database table.
  - Sort, filter, and search records
  - Establish table relationships
  - Create, modify, and run a query
  - Create, edit, and perform calculations in forms and reports
  - Add, delete, modify, and print records.
7. Use *Microsoft PowerPoint* to:
  - Create, modify, display, and print a slide show presentation.
  - Apply and modify themes, transitions, and custom animation to slides
  - Use and modify templates, headers, and footers.
  - Insert and modify shapes and objects.
  - Import and modify outlines and slides.

**REQUIRED TEXTBOOK AND MATERIALS**

**Textbook:** Grauer, Robert T. *Exploring Microsoft Office 2010*, Volume 1, Second Edition. New Jersey: Pearson Education, Inc. 2013. This text is sold through the Three Rivers Bookstore (Package ISBN 1256704644) bundled with the Access Code for the Prentice Hall *MyITLab* site (*MyITLab* is not required, but highly recommended.).

**Software:** You will need *Microsoft Windows 7* and *Microsoft Office Professional 2010* in order to complete the class exercises and homework. You may use the Open Computer Lab E112 on campus. Optionally, you may perform some of the exercises using *MyITLab*.

**Student Data Files:** These files are needed to complete the class exercises. They are available on campus from the Academic Share Drive (Makara/CSA105 folder) or can be downloaded from [Student Data Files 2nd Edition](#).

**Supplies and Materials:** Removable storage device (flash drive, memory stick, travel drive, USB drive, etc.) for students requiring use of on-campus computer labs for course completion.

**METHODS OF EVALUATION**

**Quizzes and Exams:** Quizzes and exams will be closed book/notes and will cover assigned readings, labs, and material discussed in class. Unexcused absences from quizzes and exams will result in a score of 0 for that quiz or exam. Excused absences must be requested in advance of the quiz or exam. Students are required to make up missed quizzes, lab assignments, and examinations resulting from excused absences. Arrangements are to be made up on an individual basis with the instructor.

**Homework and Projects:** Homework and project assignments will be announced in class. Homework assignments are due on the next scheduled class date and projects are due on the project's designated due date. Homework and project assignments not submitted by the due date will result in a score of 0.

**GRADING, ATTENDANCE, AND CLASSROOM POLICIES****COURSE GRADE**

Class assignments and examinations will be given as discussed above. Lab assignments will make up 30 percent of the final grade. Projects, quizzes, and examinations, and class participation 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	Good	83-86	3.0
B-		80-82	2.7
C+		77-79	2.3
C	Satisfactory	73-76	2.0
C-		70-72	1.7
D+		67-69	1.3
D	Poor	63-66	1.0
D-		60-62	0.7
F	Unsatisfactory		0.0

A student may request an irrevocable Audit status from the Registrar within the Add-Drop Period. Audit status is considered a non-academic grade.

**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. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions.

**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.

**COLLEGE WITHDRAWAL POLICY**

Students may withdraw, in writing or verbally at the Registrar's Office, for any reason until the 14<sup>th</sup> week of classes.

**CANCELLATION OF CLASSES**

Any college delay or closing due to weather or other circumstances will be announced by the college on its website as well as radio and television announcements. Delays and closings will have little or no impact on scheduled activities for this class. 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 notify students at least two hours in advance that classes will not be held. Notifications will be made by Announcement on *Blackboard*. It is the student's responsibility to check *Blackboard* regularly.

**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.

**MYCOMMNET ALERT**

MyCommNet Alert is a notification system that delivers critical information to students, faculty and staff of the Connecticut Community Colleges in the event of an emergency. The system delivers emergency messages through text messaging over cellular phones. Emergencies may include campus-related immediate health or safety situations and may also include weather-related college delays or closings. All students are encouraged to sign up for myCommNet Alert. Instructions for enrolling in myCommNet Alert and additional details are available at: [MyCommNet Alert](#).

**STUDENT EMAIL**

The Connecticut Community Colleges issue student email addresses to all students. The College-issued student email will be the official mode of communication with students on administrative matters. Students may look up their email address in myCommNet. Directions are available at: [Student Email Guide](#).

**DISABILITIES STATEMENT**

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) 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 DSP. You can make an appointment with a DSP by calling (860) 383-5217.

**ASSIGNMENT SHEET**

*Disclaimer: The instructor reserves the right to revise information contained in this syllabus. Changes, if any, will be announced in class.*

<b>WEEK</b>	<b>DATES</b>	<b>TOPICS</b>	<b>TEXT READING</b>	<b>TEXT ASSIGNMENT</b>	<b>LAB ASSIGNMENT</b> <i>HANDS-ON EXERCISES ARE REQUIRED FOR ALL CHAPTERS.</i>	
1	1/25/13 1/28/13 1/30/13 2/1/13	Pre-Assignment Intro to Windows 7 Office Fundamentals Introduction to Word	Windows Chapter 1 Office Chapter 1 Word Chapter 1		LAB 1:	
2	2/4/13 2/6/13 2/8/13	Document Presentation	Word Chapter 2		LAB 2:	
3	2/11/13 2/13/13 2/15/13	Collaboration & Research	Word Chapter 3		LAB 3:	
4	No Monday Class 2/20/13 2/22/13	Document Productivity	Word Chapter 4		LAB 4:	
5	2/25/13 2/27/13 3/1/13	Introduction to Excel	Excel Chapter 1		LAB 5:	
6	3/4/13 3/6/13 3/8/13	Formulas and Functions	Excel Chapter 2		LAB 6:	
7	3/11/13 3/13/13 3/15/13	Charts	Excel Chapter 3		LAB 7:	
8	3/25/13 3/27/13 No Friday Class	Datasets and Tables	Excel Chapter 4		LAB 8:	
9	4/1/13 4/3/13 4/5/13	<b>WORD AND EXCEL EXAM</b>			LAB 9:	
		Introduction to Access Relational Databases	Access Chapter 1			
10	4/8/13 4/10/13 4/12/13	Relational Databases	Access Chapter 2		LAB 10:	
11	4/15/13 4/17/13 4/19/13	Queries	Access Chapter 3		LAB 11:	
12	4/22/13 4/24/13 4/26/13	Forms and Reports	Access Chapter 4		LAB 12:	

13	4/29/13 5/1/13 5/3/13	Introduction to PowerPoint Presentation Development	PowerPoint Chapters 1, 2		LAB 13:	
14	5/6/13 5/8/13 5/10/13	Presentation Design PowerPoint Rich Media Tools	PowerPoint Chapters 3, 4		LAB 14:	
15	5/13/13 5/15/13	<b>ACCESS AND POWERPOINT EXAM</b>				