

Introduction to Software Applications – CSA*K105-T7; CRN 10351
Spring 2013 Course Syllabus
Room E116, Tuesday/Thursday, 9:30 – 10:45 a.m.

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) 885-2349 office
Office Hours: Tuesday/Thursday 11:00 – Noon; Wednesday 3:30 – 4:30 p.m.
Other Dates/Times by Appointment

Online Discussions: Available for all learning topics – this is the primary class communication method

Required Text:



Exploring Microsoft Office 2010 Volume I, Second Edition by Robert T. Grauer et al, Prentice Hall Publishing, Copyright Year 2013

This text is sold through the Three Rivers bookstore (9781256839217 – package ISBN 1256704644 three hole punched) bundled with: the access code for the Prentice Hall MyITLab site (MyITLab is not required but is highly recommended for this class).

If purchasing this textbook elsewhere be sure to obtain the proper edition (ISBN-10: 0-13-287360-5, ISBN-13: 978-0-13-287360-4) and be aware that that purchase may or may not include a MyITLab license.

You will need **Windows 7 and Office 2010 with Access** in order to complete the class exercises and homework. Optionally you may perform some of the exercises using MyITLab.

- Windows 7 and Office 2010 are available in the computer labs on campus.
- Windows 7 Upgrade and Office 2010 are NOT included with the textbook but are available for purchase at academic pricing through the TRCC bookstore (www.efollett.com/software).
- There is also an Office 2010 free trial download available from Microsoft (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 are available on campus from the Academic Share (Short/Spring.2013_CSA105 folder) or can be downloaded from the [Student Data Files 2nd Edition](#) (wps.prenhall.com/bp_exploring_mso2010_vol1_2e).

Supplies and Materials: Removable storage device (memory stick, aka travel drive, USB flash drive, thumb 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 7 environment and file handling. It continues with an introduction to Microsoft Office 2010 and then goes into details on its components (Microsoft Word, Excel, Access, and PowerPoint).

Course Objectives:

- To provide the student with guidelines for appropriate electronic communication techniques in a business/academic environment and the opportunity to use these techniques for class activities throughout the semester.
- 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.
- Specifically using Office 2010 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:

<p>Windows</p> <ul style="list-style-type: none"> • Navigate interface and dialog boxes • Manage files and folders 	<p>Office Fundamentals</p> <ul style="list-style-type: none"> • Open, save and print a document • Select, edit, insert, move and copy text • Find, replace, and go to text • Use the undo and redo commands • Apply font attributes, copy formats
<p>Word</p> <ul style="list-style-type: none"> • 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 • Add figure references, legal references • Create cross-references 	<p>Excel</p> <ul style="list-style-type: none"> • 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 and absolute cell addresses • Use basic statistical functions, date functions and the IF, VLOOKUP, PMT and FV functions • Create, modify, embed and print charts • Work with large worksheet • Explore basic table management, filter, sort and total data
<p>Access</p> <ul style="list-style-type: none"> • 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 	<p>PowerPoint</p> <ul style="list-style-type: none"> • 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 • Create a photo album

Course Evaluation: Course evaluation will be based on computer assignments, quizzes, frequent and meaningful 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 %
<hr/> Total	<hr/> 100 %

Assignments: Assignments with due dates will be released throughout the semester and should be submitted on or before the due date and time. An assignment will lose 10% of the total grade for that assignment for each week submitted late. Assignments beyond two weeks late will not be accepted. 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.

Quizzes: There will be a total of 5 quizzes given after completion of each major section of Windows/Office Fundamentals, WORD, EXCEL, POWERPOINT and ACCESS. Each quiz will cover all material contained within each chapter. Quizzes will be composed of true/false and multiple-choice answers. Each quiz will cover material from the text, exercises, assignments, and presentations. Quizzes that are missed for any reason cannot be made up unless prior arrangements are made with the instructor.

Final Project: To be determined in collaboration with instructor.

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.

Grading Policy: Grades will be assigned 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

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.

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.commmnet.edu for any such emergencies

Course Withdrawal: A student who simply stops submitting work will receive the grade earned on work submitted, usually a failing grade. To receive a "W" grade instead, you must apply for a withdrawal through the Registrar's office by May 13th. 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 permitted 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:

- 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 or licenses for software programs and/or services.
- Copy answers on exams or glance at nearby exams.

Students with Disabilities: If you are a student with a disability and believe you will need accommodations for this class, you must contact the Disabilities Counseling Services at (860) 892-5751. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. The instructor cannot provide accommodations until an accommodation letter from the Disabilities Counselor is received.

<u>Course Topics</u>	<u>Number of Weeks Covered</u>
Windows 7 and Office Fundamentals and File Management	1 ½ weeks
Microsoft Office Word 2010	3 ½ weeks
Microsoft Office Excel 2010	4 weeks
Microsoft Office Power Point 2010	2 weeks
Microsoft Office Access 2010	4 weeks

Course Outline ^(*1)					
Class Date ^(*2)	Week #	Quiz Dates	Course Topics	Homework Due Dates ^(*3)	Reading Assignments
Thu 1/24 Tue 1/29	1		Pre-Assignment Getting Started with Windows 7	HW #1 due 1/24 HW #2 due 1/31	Initial Assessment (No Reading) Windows 7, pp. 1 – 51
Thu 1/31 Tue 2/5	2		Office Fundamentals/ File Mgmt. Introduction to Word	HW #3 due 2/5 HW #4 due 2/12	Office Fund./File Mgmt., pp. 53-122 Word Chapter 1, pp. 123 - 169
Tue 2/12 Thu 2/14	3		Document Presentation	HW #5 due 2/19	Word Chapter 2, pp. 171 - 224
Tue 2/19 Thu 2/21	4	Quiz #1 Windows 7 & Office Fund & File Mgmt.	Collaboration and Research	HW #6 due 2/26	Word Chapter 3, pp. 225 - 269
Tue 2/26 Thu 2/28	5		Enhancing a Document	HW #7 due 3/5	Word Chapter 4, pp. 271 - 326
Tue 3/5 Thu 3/7	6		Introduction to Excel	HW #8 due 3/12	Excel Chapter 1, pp. 327 - 392
Tue 3/12 Thu 3/14	7	Quiz #2 Word	Formulas and Functions	HW #9 due 3/26	Excel Chapter 2, pp. 393 - 448
Tue 3/26 Thu 3/28	8		Charts	HW #10 due 4/2	Excel Chapter 3, pp. 449 - 504
Tue 4/2 Thu 4/4	9		Datasets and Tables	HW #11 due 4/9	Excel Chapter 4, pp. 505 - 569
Tue 4/9 Thu 4/11	10		Introduction to PowerPoint Presentation Development	HW #12 due 4/16 HW #13 due 4/18	PowerPoint Chapter 1, pp. 807 - 859 PowerPoint Chapter 2, pp. 861 - 902
Tue 4/16 Thu 4/18	11	Quiz #3 Excel	Presentation Design PowerPoint Rich Media Tools	HW #14 due 4/23 HW #15 due 4/25	PowerPoint Chapter 3, pp. 903 – 971 PowerPoint Chapter 4, pp. 973 – 1041
Tue 4/23 Thu 4/25	12		Introduction to Access	HW #16 due 4/30	Access Chapter 1, pp. 571 - 618
Tue 4/30 Thu 5/2	13	Quiz #4 PowerPoint	Relational Databases and Queries	HW #17 due 5/7	Access Chapter 2, pp. 619 - 686
Tue 5/7 Thu 5/9	14		Customize, Analyze, and Summarize Query Data	HW #18 due 5/14	Access Chapter 3, pp. 687 - 731
Tue 5/14 Thu 5/16	15	Quiz #5 Access	Creating and Using Professional Forms and Reports		Access Chapter 4, pp. 733 - 806
			Final Project		To be announced

- Notes:**
- 1) This course schedule is subject to change as conditions warrant
 - 2) Please note the days in which Class is Not in Session: February 7 (Professional Day); March 19 & 21 (Spring Break)
 - 3) Detail outline of all assignments will be distributed in-class and is also available on Blackboard Learn