

CSA105 - Introduction to Software Applications Syllabus

Semester: Spring 2013

Instructor: Allan Anderson

Contact Methods: Blackboard Learn Messaging (preferred) or aanderson@trcc.commmnet.edu (emergency only) for private (one-to-one) communications

Online Discussions: will be available for all learning topics – this is the primary class communication method

Campus Office Hours: Tuesday (1:30 pm - 2:30 pm, 4:30 pm – 5:30 pm)

Thursday (1:30 pm - 2:30 pm)

Campus Office: Room C/106

Campus Phone: (860) 885-2392 (with voice mail)

Instructor Response Time Objectives: Mail messages - 48 hours or less weekdays, 72 hours or less weekends

Discussion posts - 24 hours or less weekdays, 48 hours or less weekends

Assignment grading – 1 week or less from due date (no assignments are graded before the due date)

Phone messages – 72 hours or less weekdays, 96 hours or less weekends

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 (neither Office Mac 2011 nor Office 365 should be used for this class.). Optionally you may perform some of the exercises using MyITLab and in some cases you may earn bonus points for completing an exercise and/or homework in 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 (Anderson/Spring2013/CSA105 folder) or can be downloaded from [Student Data Files 2nd Edition](#).

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

Course Pace: Although there is flexibility in when the student works on this course, it is not self-paced. Assignments, with due dates, will be released throughout this fall session. Quizzes/tests will be available immediately after assignments are due and are available for a limited time only.

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> <p>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>	<p>Excel</p> <p>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>
<p>Access</p> <p>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>	<p>PowerPoint</p> <p>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.</p>

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	40%
Quizzes	25%
Final Project	30%
Discussion Participation	5%

Course grades: Grades will be assigned as objectively as possible, according to the following scale (with plus or minus, as appropriate):

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and Below	F

Class Assignments: Class assignments should be submitted on or before the due date and time. An assignment will lose 10% of the score for that assignment if submitted late. No assignments will be accepted after the cutoff 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.

Quizzes: Tests/quizzes will be multiple-choice or short answer and will cover material from the text, exercises, assignments, and presentations.

Class cancellations: as a fully online class with no meetings on campus, any college delay or closing due to weather or other circumstances will have little to no impact on scheduled activities for this class. However, if there is an impact (such as a widespread power outage might cause), then your instructor will inform you of any changes to existing dates.

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 13th. A "W" will be entered on the student transcript. An "N" (implicit withdrawal) may be entered for a student that stops submitting work before 60% of the class is completed.

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.

Course Outline

Week	Topics	Approximate Assignment Due Dates (check online for actual)	Text Assignments
	Pre-Assignment	1/24	none
1	Getting Started with Windows 7	1/25	Windows 7 Chapter 1, pp. 1 - 51
2	Office Fundamentals and File Mgmt. Introduction to Word	1/30 2/1	Office Fund. Chapter 1, pp. 53 – 122 Word Chapter 1, pp. 123 - 169
3	Document Presentation	2/8	Word Chapter 2, pp. 171 - 224
4	Collaboration and Research	2/15	Word Chapter 3, pp. 225 - 269
5	Enhancing a Document	2/22	Word Chapter 4, pp. 271 - 326
6	Introduction to Excel	3/1	Excel Chapter 1, pp. 327 - 392
7	Formulas and Functions	3/8	Excel Chapter 2, pp. 393 - 448
8	Charts	3/15	Excel Chapter 3, pp. 449 - 504
9	Datasets and Tables	3/28	Excel Chapter 4, pp. 505 - 569
10	Introduction to Access	4/5	Access Chapter 1, pp. 571 - 618
11	Relational Databases and Queries	4/12	Access Chapter 2, pp. 619 - 686
12	Customize, Analyze, and Summarize Query Data	4/19	Access Chapter 3, pp. 687 – 731
13	Creating and Using Professional Forms and Reports	4/26	Access Chapter 4, pp. 733 – 806
14	Introduction to PowerPoint Presentation Development	5/1 5/3	PowerPoint Chapter 1, pp. 807 – 859 PowerPoint Chapter 2, pp. 861 - 902
15	Presentation Design PowerPoint Rich Media Tools	5/8 5/10	PowerPoint Chapter 3, pp. 903 – 971 PowerPoint Chapter 4, pp. 973 - 1041
	Final Project	5/15	To be announced

Note: This course outline is subject to change as conditions warrant.