

CSA 105 - Introduction to Software Applications

Course Syllabus

Semester: Fall 2011

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Required Text:



Exploring Microsoft Office 2010 Volume I by Robert T. Grauer et al, Prentice Hall Publishing, 2011

This text is sold through the Three Rivers bookstore (ISBN-10: 1256119245, ISBN-13: 9781256119241)

If you wish to do your homework off campus, you will need Windows 7 and Office 2010 with Access in order to complete the class exercises and homework. 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. Go to <\\trstudent\\academic>, then Anderson, Fall 2011, CSA105, Student data files. They can also be downloaded from www.pearsonhighered.com/exploring.

Supplies and Materials: Removable storage device (memory stick, aka travel drive, USB drive, etc.) is helpful.

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 basic knowledge of, and ability to employ 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:

Windows <ul style="list-style-type: none"> • Navigate interface and dialog boxes. • Manage files and folders 	Office Fundamentals <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.
Word <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. 	Excel <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.
Access <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. 	PowerPoint <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 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..

Course Evaluation: Your final grade will be determined by a combination of five exams and homework.

Exams (15% each)	75%
Homework/Quizzes/In Class Work	25%

Homework Assignments: Homework assignments must be submitted on or before the due date and time. An assignment will lose 10% of the score for that assignment if submitted late.

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

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 December 9th. 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 and will adversely affect the assignment grade. 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.

DRAFT Course Outline

Class Date	Topics	Text Assignments Due for Next Meeting
8/31	Welcome, Introductions, Syllabus, Class Expectations	Windows 7 Chapter 1, pp. 1 – 50
9/5	<i>NO CLASS – LABOR DAY</i>	
9/7	Getting Started with Windows 7	Office Fundamentals Chapter 1, pp. 51 - 116
9/12	Office Fundamentals and File Management	
9/14	<i>EXAM - WINDOWS, OFFICE FUNDAMENTALS AND FILE MANAGEMENT</i>	Word Chapter 1, pp. 117 - 162
9/19	Introduction to Word	Word Chapter 2, pp. 163 - 216
9/21	Document Presentation	Word Chapter 3, pp. 217 - 260
9/26	Collaboration and Research	Word Chapter 4, pp. 261 - 310
9/28	Document Productivity	<i>PREPARE FOR EXAM</i>
10/3	<i>EXAM - WORD</i>	Excel Chapter 1, pp. 311- 372
10/5	Introduction to Excel	Excel Chapter 2, pp. 373 - 420
10/10	Formulas and Functions	Excel Chapter 2, pp. 373 - 420
10/12	Formulas and Functions	Excel Chapter 3, pp. 421 - 472
10/17	Charts	Excel Chapter 3, pp. 421 - 472
10/19	Datasets and Tables	Excel Chapter 4, pp. 473 - 530
10/24	Datasets and Tables	Excel Chapter 4, pp. 473 - 530
10/26	Review	<i>PREPARE FOR EXAM</i>
10/31	<i>EXAM - EXCEL</i>	Access Chapter 1, pp. 531 - 578
11/2	Introduction to Access	Access Chapter 2, pp. 579 - 647
11/7	Relational Databases and Queries	Access Chapter 2, pp. 579 - 647
11/9	Relational Databases and Queries	Access Chapter 3, pp. 649 – 692
11/14	Customize, Analyze, and Summarize Query Data	Access Chapter 3, pp. 649 – 692

11/16	Customize, Analyze, and Summarize Query Data	Access Chapter 4; pp. 693 - 758
11/22	Creating and Using Professional Forms and Reports	<i>PREPARE FOR EXAM</i>
11/24	<i>NO CLASS - HOLIDAY</i>	
11/28	<i>EXAM - ACCESS</i>	PowerPoint Chapter 1, pp. 759 – 808
11/30	Introduction to PowerPoint	PowerPoint Chapter 2, pp. 809 - 850
12/5	Presentation Development	PowerPoint Chapter 3, pp. 851 – 917
12/7	Presentation Design	PowerPoint Chapter 4, pp. 919 - 980
12/13	Power Point Rich Media Tools	<i>PREPARE FOR EXAM</i>
12/14	<i>EXAM – POWER POINT</i>	

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