CSA-K105 Introduction to Software Applications

Three Rivers Community College

Syllabus

Fall 2011

Course Information:

- Title: CSA-K105 Introduction to Software Applications
- Time: Lecture: T 5:20 – 8:05
- Room: Lecture: E116

Instructor Information:

- Instructor: Joe Johnson
- Telephone: 860-823-2818 (Office), 860-805-3670 (Cell)
- Email: jjohnson@trcc.commnet.edu
- Office hours: Tuesday: 9:00 – 11:00, 12:30 – 1:00, Thursday: 12:30 – 1:00
- Office Location: 205W

Learning Outcomes:

- Student will have a basic knowledge and ability to employ in a business/academic environment, word processing, spreadsheet, relational database, and presentation graphics applications, including the following:

Windows	Office Fundamentals
- Navigate interface and dialog boxes. - Manage files and folders	- 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 Set margins and specify page orientation. Insert page breaks, headers and footers.	**Excel** Define worksheets and workbooks. Plan for good workbook and worksheet design.

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.	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 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** 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.

Texts:

- Poatsy, Mulbery, Hulett, Krebs, Mast, Office 2010 Volume 1, Pearson Publishing, ISBN 0136122329 (Required)

Course Requirements:

- Regular programming assignments based on the topics covered in class (weekly or biweekly, depending on the topic) (50%)
  - It is extremely important you stay current with the material as it is cumulative – it builds on itself. Homework MUST be handed in ON TIME AT THE BEGINNING OF CLASS. No late homework will be accepted.
  - Depending on the difficulty level of the assignment, we will review the solutions to the problems in class after they're due.

- Midterm Exam (20%) - most likely, will be conducted online (stay tuned)
- Final Exam (Cumulative) (20%) - most likely, will be conducted online (stay tuned)
- Participation in classroom/online discussions (10%)

Schedule

Week	Date	Topic	Reading Assignments
1	08/30	Introduction to Computers	None
2	09/06	Getting Started with Windows 7	Windows 7 Chapter 1
3	09/13	Office Fundamentals and File Management	Office Fundamentals Chapter 1
4	09/20	Introduction to Word Document Presentation	Word Chapters 1, 2
5	09/27	Collaboration and Research	Word Chapter 3
6	10/04	Document Productivity	Word Chapter 4
7	10/11	Introduction to Excel	Excel Chapter 1
8	10/18	Formulas and Functions	Excel Chapter 2
9	10/25	Charts	Excel Chapter 3
10	11/01	Datasets and Tables	Excel Chapter 4
11	11/08	Introduction to Access	Access Chapter 1
12	11/15	Relational Databases and Queries	Access Chapter 2
13	11/22	Customize, Analyze, and Summarize Query Data	Access Chapter 3
14	11/29	Introduction to PowerPoint Presentation	PowerPoint Chapters 1, 2

		Development	
15	12/06	Presentation Design PowerPoint Rich Media Tools	PowerPoint Chapters 3, 4
16	12/13	Make-up	

Academic Integrity

- Three Rivers' catalog defines various forms of academic dishonesty and procedures for responding to them. All forms are violations of the trust between students and teachers. Students should familiarize themselves with the penalties for plagiarism and other forms of cheating.