

**THREE RIVERS COMMUNITY COLLEGE
NORWICH, CONNECTICUT
Student Course Syllabus
Spring 2013**

Course Title: CSA K105 – Introduction to Software Applications

CRN: 12030 (Saturday 9:00 AM – 11:45 AM)

Room: E 119

Instructor: Ronald Lesniak

Office Hours: after class or by appointment

E-Mail Address: RLESNIAK@TRCC.COMMNET.EDU

Required Textbook:

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.

Required Software:

You will need Windows 7 and Office 2010 **with Access** in order to complete the class exercises and course assignments. Windows 7 and Office 2010 are available in the computer labs on campus. Windows 7 upgrade and Office **are not included** with the textbook but are available for purchase through the TRCC bookstore. 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 support is provided by TRCC faculty or staff.

Required Data Files:

These files are needed to complete class exercises and assignments. They are included with the textbook, and in addition can be downloaded from the publisher's website: [Student Data Files 2nd Edition](#). This website is also a good place for some additional textbook related material.

Required Supplies:

Removable storage device (USB flash drive aka, memory stick, thumb drive).

Course Description:

This is a hands-on course in which you will learn to use the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The course begins with a brief introduction to the Windows 7 operating environment including file management, and overview of Office 2010. It continues with an in-depth presentation of the skills and techniques needed to

understand and successfully use Word, Excel, Access, and PowerPoint. It is assumed that the student has prior working knowledge of the Microsoft Windows environment.

Course Objectives:

1. To provide the student with an intermediate knowledge of, and ability to use word processing, spreadsheet, presentation graphics, and relational database applications in an academic or business environment.
2. Using Windows 7 and Microsoft Office 2010 applications students will understand and be able to use the following features:

Windows

- Navigate interface and dialog boxes
- Manage files and folders

Word

- 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
- 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
- Create master documents and subdocuments
- Acknowledge a source, create a bibliography and select a writing style
- Create and modify footnotes and endnotes

Access

- Understand relational databases
- Explore, describe and navigate among the objects in an Access database
- Create tables, understand and establish table relationships
- Create filters, sort table data
- Create, copy and run a query
- Create calculated fields and expressions
- Create and edit a form
- Create and edit a report

Office Fundamentals

- Open, save and print a document
- Select, edit, insert, move and copy text
- Apply font attributes, copy formats

Excel

- 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, date and lookup functions
- Create, modify, embed and print charts
- Work with large worksheets
- Explore basic table management, filter, sort and total data

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
- Create shapes, SmartArt, WordArt
- Modify and arrange objects

Course Assignments/Quizzes/Projects:

There will be Hands-On, Practice, Mid-Level, and other exercises assigned each week. The assignments and what is required will be posted on Blackboard Learn, and discussed during class. All assignments are due on the dates indicated which will usually be at the Friday before class. Assignments will be submitted using Blackboard Learn.

There will be 5 quizzes and a final project. **There will be no make-up quizzes/exams without prior notification, and documented proof of illness or other extraordinary circumstances.**

Blackboard Learn:

We will be using Blackboard Learn as our primary means of communication during the course. It will contain course content, assignments, discussion forums, messaging, and your grades. There is a large amount of student training materials (tutorials, videos, and help) available online. **It's important that you are able to navigate and use Blackboard Learn as soon as possible.**

Course Grade:

Your final grade will be determined as follows:

Assignments..... 45%

Quizzes..... 45%

Final Project..... 10%

Blackboard Discussion Board participation will also be included in grade determination

Attendance:

Each student is expected to attend every class. If you miss a class, you are responsible for obtaining notes, handouts, and assignments. Attendance will be taken at each class meeting.

Incomplete Policy:

Withdrawing from the course: A student who simply stops submitting work will receive the grade earned on work submitted, usually a failing grade. To receive a "W" grade you must apply for a withdrawal through the registrar's office by May 13, 2013. 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 to ask and answer questions is expected of all students. 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 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.

Important:

Use of cell phones, pagers, texting, surfing the Internet or playing computer games **is Not Permitted during class!**