CSA* K205 (CRN# 10358) Advanced Applications – Spring 2012
Wednesdays - 5:30-8:15PM, Room E-125

Instructor: Gina M. Laudone
E-mail: glaudone@trcc.commnet.edu
Phone: (401) 741-5680
Office Hours: I will be available a half hour before and after class as needed. If you need additional time during the week please let me know in advance and I will try my best to accommodate your needs.

Course Description: This course is a continuation of Introduction to Software Applications. The course will cover more advanced topics in Microsoft Word, Excel, Access and PowerPoint. This course requires an introductory knowledge of Microsoft Office.

Text: Microsoft Office 2010 Volume 2 – Robert T. Grauer – ISBN-13:978-0-13-509108-1

Course Objectives:
1. Use Microsoft Word to:
    - Construct a Newsletter
    - Manage, Create and Use Templates
    - Create an Electronic form
    - Record and Run a Macro
    - Insert and manipulate shapes, text boxes and linked objects

1. Use *Microsoft Excel* to:
    - Separate and Combine Text
    - Manipulate Text with Functions
    - Identify and Remove Duplicate Rows
    - Group and subtotal data
    - Use Conditional Functions
    - Create Nested If Functions
    - Import Data from text files and other sources
    - Apply conditional formatting
    - Apply advanced filtering and sorting methods.
    - Create and use range names.
    - Create and delete Pivot Tables.
    - Format, filter, sort, subtotal and refresh a PivotTable.
    - Save workbook in different formats.
    - Understand Excel options.

2. Use *Microsoft Access* to:
    - Establish Data Validity
    - Create and modify a lookup field
    - Create and modify a multivalued lookup field.
    - Work with input masks.
    - Create forms using the form tool
    - Create custom forms in Design View
    - Create subforms.
    - Design Functional Formats

- Maintain databases with action queries – Update, Append, Make Table and Delete Query

3. Use *Microsoft PowerPoint* to:
- Create a poster or banner
- Create and insert a table
- Design a table
- Apply a table style
- Change a table layout
- Share information between applications
- Identify chart types and elements
- Create, insert and modify a chart
- Modify handout and notes master
- Create and modify slide masters.
- Customize a color scheme.
- Create a custom template
- Apply a custom animation.
- Create a custom slide show.

Grading:
1. Four exams (Word, Excel, Access, PowerPoint) – Average of these is 50% of overall grade
2. Lab assignments/homework – 40%
3. Attendance/participation – 10%

Final Grade Scale:

A	=	94	-	100
A-	=	90	-	93
B+	=	87	-	89
B	=	84	-	86
B-	=	80	-	83
C+	=	77	-	79
C	=	74	-	76
C-	=	70	-	73
D+	=	67	-	69
D	=	64	-	66
D-	=	60	-	63
F	=	00	-	59

W	=	Withdrawal
I	=	Incomplete
P / F	=	Pass / Fail
AU	=	Audit

Class structure:
- I will spend approximately half to three quarters of the class time lecturing on the assigned material and the rest of the time facilitating lab/homework time for completing assigned work. I will give you the lab/homework assignment once I am done lecturing.
- I will be using Blackboard Vista which can be accessed through MyCommnet. Assignments will be listed on Blackboard. Grades will be posted using Blackboard.
- Reading the material prior to the class will be part of your homework assignment, this is especially important if a topic is completely new to you.
- Grading of homework/lab assignments will be based on effort, completeness and it being handed in on time, ten points will be taken off for every week that it is late! Homework is due the week after it is assigned.
- All assignments will need to be uploaded to Blackboard under the appropriate assignment. Please include a comment on the level of difficulty and the length of time it took to complete. All homework will be graded by the following class. Please be sure to go back to the assignment and see my comments because this is how you will learn from your mistakes!!! All homework files should have your last name and first initial at the front of the file name.
- Please keep your work organized in folders according to the name of the assignment (Ex. Word Wk1, Excel Wk 1) etc.
- Students MUST purchase a USB flash/jump drive for use in class and at home.
- All files that will be used in class and for homework can be downloaded either from the Academic Drive under my folder, Blackboard or from www.prenhall.com/grauer - Select Exploring Microsoft Office 2010 Volume 2. Download the files to your USB key.
- Exams will be part multiple-choice (20 questions worth 2 pts each) and part take home worth 60 points. Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the exam. 10 pts will be taken off for each day the exam is late.
- Students are required to make up missed homework and exams resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

Logging on to Network:
1. Username = Student ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter only capitalized) + &
   + last 4 digits of SSN (password is case sensitive)
   Example: Oct&6789
   for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

To Reset Forgotten Password:

- http://www.commnet.edu/netid/

College Withdrawal Policy:
A verbal "drop or withdrawal" from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY.

Instructor's Attendance Policy:

Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course. Please notify the instructor if you will not be attending a class session. <u>Any more than 2 excused absences may result in points off of your final grade.</u>

Academic Integrity Policy

<u>Academic integrity is essential to a useful education</u>. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. (You must submit your own work. If it is determined that you have submitted another student's work as your own, disciplinary action will be brought against both you and the other student. Academic dishonesty will not be tolerated.)

Cellular Phones and Beepers:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

Disabilities and Learning Difference Statement:

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Kathleen Gray (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

Early Warning Policy:

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Notification of Cancelled Class:

If circumstances allow, I will post an announcement in Blackboard Vista if I am unable to attend a class. The myCommnet Alert Notification System will be one of several communication means used to deliver important information to students, faculty, and staff regarding weather-related class cancellations. The system delivers both email messages, and text messages over cellular phones to those individuals who are registered. To register, log on to your myCommnet account at http://my.commnet.edu/ and follow the link to myCommnet Alert OR you can register at https://www.mir3.com/mycommnet/. For additional information regarding weather procedures at Three Rivers, please visit http://www.trcc.commnet.edu/President/Policies/weather.shtml

Additional Comments:

If you do not have a computer or the required software (Office 2010) to complete assignments at home, there is a computer lab available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

Disclaimer:

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

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Homework Assignments will be posted in Blackboard each week after class.

Dates	Topics
Jan. 25	**Logging on/ Download exercise files** **Mini Review of Intro to Office Apps** **Chapter 5 – Desktop Publishing and Graphic Design**
Feb 1st	**Word Chapter 6 – Templates**
Feb 8th	**Word – Finish Chapter 6 & Chapter 7 Document Automation**
Feb. 22nd	**Word Multiple Choice Exam In Class** **Word Take Home Exam Handed Out – Due Next Class** **Excel Chapter 5 – Subtotals, Pivot Tables and Pivot Charts**
Feb. 29th	**Excel – Chapter 7 Specialized Functions**
Mar 7th	**Excel – Chapter 8 Multiple Sheet Workbook Management**
Mar 14th	**Excel – Chapter 9 Importing Data and Text Manipulation and Miscellaneous Items from Chapter 10**
Mar. 21st	**Spring Break – No Class in Session**
Mar. 28th	**Excel Multiple Choice Exam in Class** **Excel Take Home exam handed out – due next class** **Access Chapter 6 – Data Validation Techniques**
Mar. 4th	**Access – Chapter 7 Advanced Queries**
Apr 11th	**Access – Chapter 8 Exchanging Data Between Access and Other Applications**
Apr. 18th	**Access – Parts of Chapter 10 Using Macros and SQL in Access**
Apr. 25th	**Access Multiple Choice Exam In Class** **Access Take Home Exam Handed Out – Due Next Class** **PowerPoint Chapter 5 Creating Text Charts, Tables and Graphs**
May 2nd	**PowerPoint – Chapter 6 Interactivity and Advanced Animation**
May 9th	**PowerPoint – Chapter 7 Customization** **Course Review** *The final exam will be handed out and is due 5/16/12*
May 16th	*Last day of class. Final exam due.*