

CSA* K105 (CRN# 30969) Introduction to Office Applications – Fall 2011
Fridays – 2-4:45PM, Room E-116

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Course Description: This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access, PowerPoint and Internet Explorer. A small amount of time will be devoted to the computing environment, i.e. operating system platform.

Text: *Microsoft® Office 2010 Volume 1, Robert T. Grauer*

Course Objectives:

1. Use *Microsoft Windows* to:
 - Manage folders and files in *Windows Explorer*.
 - Use Windows Desktop Search to locate files.
 - Create shortcuts on the desktop and Quick Launch toolbar.
 - Identify components on the Windows desktop.
2. Use *Microsoft Word* to:
 - Create, save, retrieve, print preview, and print a document.
 - Modify content, check spelling, and check grammar.
 - Apply character, paragraph, styles, and whole document formats.
 - Move, copy, find, and replace text in a document.
 - Create a Table of Contents and an Index.
 - Insert and format a table, clipart, WordArt, and symbols.
 - Apply reference resources in a document: footnotes, endnotes, bibliography.
3. Use *Microsoft Excel* to:
 - Create, save, and retrieve, print preview, and print a workbook.
 - Copy, move, paste, paste special, and AutoFill cells in a worksheet.
 - Insert and delete rows and columns and copy and/or move ranges.
 - Create cell formulas with both relative and absolute addressing.
 - Use statistical, database, and financial functions in a worksheet.
 - Format, protect, and manage cells in a worksheet.
 - Create, modify, and enhance charts.
 - Create a document consisting of a word processing document with spreadsheet components.
4. Use *Microsoft Access* to:
 - Create and modify properties in a database table.
 - Sort, filter, and search records.
 - Establish table relationships.
 - Create, modify, and run a query.
 - Create, edit, and perform calculations in reports.
 - Add, delete, modify, and print records.

5. Use *Microsoft PowerPoint* to:

- Create, modify, display, and print a slide show presentation.
- Apply and modify themes, transitions, and custom animation to slides.
- Add a table.
- Insert graphics.
- Animate objects.
- Use and modify templates, headers, and footers.
- Import and modify outlines and slides.
- Display a 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.
- Some homework assignments/exams will need to be printed and handed in along with sending me the files. If a print out is requested then please hand in all pages of the homework as **one package stapled together**. **Attach a cover sheet, which includes your name and the lab assignment number (as shown on the assignment)**. Pages must be in order as they appear on the assignment.
- All homework must be saved to a folder (named the assignment number and your lastname first initial of first name). For example, if the assignment number is WORD1 and my name is Joe Smith, the folder would be Word1 SmithJ – using capitals and lowercase as such makes it easier for me to read, but is not mandated. You must then zip the folder and upload it to Blackboard.
- **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 shared drive, Blackboard or from www.prenhall.com/grauer - Select Exploring Microsoft Office 2010 Volume 1. Student Data Files. 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. All exams will be handed in both as a print out and electronically – **exams will NOT be graded unless I have both!**
- 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. Any more than 2 excused absences may result in points off of your final grade.

Academic Integrity Policy

Academic integrity is essential to a useful education. 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. Obviously, if the College has announced a full college closing, I will not be in attendance.

Additional Comments:

If you do not have a computer or the required software (Office 2010) to complete assignments 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.

CSA* K105 (CRN# 30969) COURSE SCHEDULE ~ Fall 2011**(Homework Assignments will be given each week after the lecture)****Instructor: Gina M. Laudone**

Dates	Topics	Homework
Aug 26	Introduction, Review Expectations, Logging On, Download Exercise Files, Windows and Office Fundamentals Chapter	
Sep 2	Word Chapter 1 and Chapter 2	
Sep 9	Word Chapter 2 and Chapter 3	
Sep 16 th	Word Chapter 3 and Chapter 4	
Sep 23 rd	Word Chapter 4	
Sep 30 th	Word Multiple Choice Exam, Hand Out Take Home Word Exam – Excel Chapter One	
Oct 7 th	Word Take Home Exam Due Excel Chapter 1 and 2	
Oct 14 th	Excel Chapter 2 and 3	
Oct 21 st	Excel Chapter 3 and 4	
Oct 28 th	Excel Multiple Choice Exam, Hand Out Take Home Excel Exam – Access Chapter 1	
Nov 4 th	Excel Take Home Exam Due Access Chapter 2	
Nov 11 th	No Class – Veteran’s Day	
Nov 18 th	Access Chapter 3	
Nov 25 th	No Class – Thanksgiving Break	
Dec 2 nd	PowerPoint – Chapter 1	
Dec 9 th	PowerPoint – Chapter 2 & 3 Course Review <i>The final exam will be handed out and is due 12/16</i>	
Dec 16 th	<i>Last day of class. Final exam due.</i>	