

S2012 Windows 7, Office Fundamentals, and Word Syllabus

Introduction to Software Applications CSA K105-T03 and T18

Instructor: Prof Ronald Leask

Office Location: Three Rivers Community College C 170 (Next to Cyber Café)

Office Hours: M, 09:00-12:00, F, 11:00-1300

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Students must send me an e-mail if they cannot attend class

TEXTBOOK

TEXT: Microsoft **OFFICE 2010 VOLUME I-**, Robert Grauer, Poatsy, Mulbery, Hulett. Krebs, and Mast (Includes a myitlab license, **and an e-book OF TEXT. DOES NOT INCLUDE DATA FILES FOR THIS COURSE**) PEARSON: PRENTICE HALL INC, ISBN: 0-13-978-1-256-11924-1 and ISBN-10-1-256-11924-5. COST \$141.75

Students will also need a FLASH DRIVE of at least 2Gbytes to hold data and completed Practice, Mid-level and Capstone exercise files, for WORD, EXCEL, POWERPOINT, and ACCESS and any other student generated course material –Cost ~\$13.00 -\$17.00. If Flash Drive is *lost*, check with **IT Office, Rm.**

Students will also need access to or own a copy of Office Professional 2010 to do work at home and do hands on exercises.

COURSE OBJECTIVES

Students will review Windows 7, Internet Explorer and gain a working knowledge of Microsoft Office 2010 Applications; WORD, EXCEL, POWERPOINT, and ACCESS. Students will learn how to plan, design generate, and modify Microsoft Office 2010 Applications. OBJECTIVES for each assigned chapter are included at the beginning of the chapter.

COURSE MATERIAL

Students can access *student data files* for this course at **<http://www.prenhall.com/grauer>**. At this site, select Exploring Microsoft Office 2010 Volume 1, then “Student Resources,” then to “Student Data Files. “Click” to download all Student Data Files for Exploring Office 2010 Volume 1, Windows 7, Office Fundamentals, Word, Chapters 1-4, Excel Chapters 1-4, PowerPoint Chapters 1-4, and Access, Chapters 1-4. CHECK TO MAKE SURE YOU ARE DOWNLOADING THE CORRECT FILES.

GRADING

In-class exams will be given after completion of each major topic of, WORD, EXCEL, POWERPOINT, and ACCESS. There will be no in class FINAL. Each exam will cover material in “White,” pages, “Yellow” pages, “Practice” and “Mid-level” Exercises at end of each chapter. Review “Multiple Choice” at end of each chapter. All assigned homework, Practice Exercises, Mid Level Exercises, Capstone Exercises and Mini Cases Exercises will be ***graded with a point value from 1-10.***

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Expect all assigned homework to be handed in on time.

All assigned homework will count 70% of your grade and require a cover page showing your name, page number in text, and title of assignment... In class exams will count 30% of your grade. Expect students to do most of homework in-class. Two bonus points will be added for each yellow page Hands On Exercise (HOE). Hand-in all HOEs at once for each chapter.

Syllabus is subject to change based on new or updated information

DRAFT

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Introduction to Software Applications
(Weekly Assignments)

If not familiar with WINDOWS 7, Read - Getting Started with Windows 7-

Read White pages 1-50

Do in-class Yellow pages, Hands-On Exercises

Homework

Exercise 1, Log into your computer on the STARS network, using Banner ID, (Student ID) w/o an @ as your name, and your Pass Word, if you have one, or else, if this is the first time you logged on to a TRCC computer, use first three letters of your birth month, with first letter capitalized, followed by an "&" and the last four digits of your social security number.

If your social security number is 123-45-6789, and if your birth month is September your password should look like the following.

Sep&6789

Exercise 2; create a folder for every class you are taking during the Spring 2012 term, Create the top folder called, "***Spring 2012 Classes***". Label each class folder with the class name and put it into the higher level folder ***Spring 2012 Classes***". Open WORD and put your name, Date and Class, in ***Header*** of a Blank Word page. Use "***PrintScrn***" to copy of the desktop into the ***Clipboard***. Make sure all folders are showing and paste the desktop in ***Clipboard*** into WORD and hand-in. PrintScrn captures the whole desktop, ***Alt + PrintScrn*** captures the "active" portion of your desk top. Once the screen is copied, you must paste the image onto WORD and hand in with your name, date and Exercise 2 on it.

Exercise 3, Using Internet Explorer, Create a folder on your desktop and label it "S2012-Office 2010 Vol I." Go to the Internet, (i.e. **<http://www.prenhall.com/grauer>**) and find all the student files for this class. Find the text Office 2010 Volume I, Make sure you select the correct text. Download all files for your text. Download Window 7, Office Fundamentals, Word, Excel, PowerPoint, Access, files.. All files downloaded are compressed, using ***Zip Files*** and must be expanded. Store all uncompressed files on your flash drive. Use "***PrintScr***" and Word to print a copy of the desktop showing your flash memory stick. Hand in with your name, date and Exercise 3 in header

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Course Materials:

Text, Office 2010 Vol I

Downloaded student data files

Copy of Office Professional 2010

2-4 GB flashdrive to store all student homework that is submitted

All home work should contain information in cover sheet

Myitlab, will be use in this class? Must be set up

Exam in about 4 or 5 weeks

In-class exam on week of 26 Feb 2012

Exam similar to Multiple Choice questions at end of the chapters

Assignments for

PowerPoint, Excel and Access

Will be provided at completion of previous topic

Students should keep

A Notebook of

All assignments (Submitted and Graded)

Today: Complete Exercises 1, 2, 3

Exercise 1, Log on to your computer

Exercise 2, Create folders for each Spring 2012 Class

Exercise 3, Download student data files from Internet and store on your flash drive, <http://www.prenhall.com/grauer>

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Last Name, First Name: _____

Homework Title: _____

Page Number _____

Day/Date: _____

Cover Sheet
REQUIRED
For All Homework
You Hand-In

All lessons for a
Section must be handed-in
In the same order as text
Staple Upper Left Corner

**NO HOMEWORK
CAN BE MORE THEN
TWO WEEKS LATE**

This is a Sample of Information Required
Office Fundamentals: Using Word, Excel, Access, and PowerPoint

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If not familiar with Windows 7 Read the following

Read Preface pages XXII – XXIV

Windows 7, Chapter 1, Getting Started with Windows 7: An Introduction to the Operating System

Read White pages, 1-15, 23-30, 34-39

Do Yellow pages Hands-On Exercises (3)

Review KEY TERMS and Do MULTIPLE CHOICE p43-44

Office Fundamentals, Chapter1, Office Fundamentals and File Management:

Taking the First Step

Read White pages, 51-59, 64-70, 76-80, 84-91, 97-103

Do Yellow page Hands-On Exercises (5)

Homework,

Practice Exercise, 1 Editing a Menu (f01p1menu), p111

Mid-Level Exercise, 1 Reference Letter (f01m1letter), p114

Review KEY TERMS and Do MULTIPLE CHOICE p109-110

Chapter 1 Word, Introduction to Word: Organizing a Document

Read White pages, 117-125, 131-138, 144-150

Do Yellow page Hands-On Exercises (3)

Homework

Practice Exercise, 1 Executive Assistant Train Tools (w01p1shortcuts), p157

Practice Exercise 2 Aztec Computers (w01p2virus document), p158

Mid-Level Exercise, 2 Career Considerations (w01m2career), p160

Review KEY TERMS and Do MULTIPLE CHOICE p155-156

Chapter 2 Word, Document Presentation: Editing and Formatting

Read White pages, 163-168, 172-181, 187-191, 197-201

Do Yellow page Hands-On Exercises (4)

Homework,

Practice Exercise, 1 Engler, Guccione, & Partners (w02p1engler), p209

Practice Exercise, 2 Queen City Medical Equipment (w02p2memo), p210

Mid-Level Exercise, 1 Technology Training Conference (w02m2conference)
p213

Review KEY TERMS and Do MULTIPLE CHOICE p207-208

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Chapter 3 Word, Collaboration and Research: Communicating Easily and Producing Professional Papers

Read White pages, 217-223, 229-233, 237-244

Do Yellow page hands-on exercises (3)

Homework

Practice Exercise, 1 Odom Law Firm (w03p1case), p254

Practice Exercise, 2 The Great Depression (w03p2gd), p255

Mid-Level Exercise, 2 Tips for Healthy Living (w03m2healthy), p257

Review KEY TERMS and Do MULTIPLE CHOICE p252-253

Chapter 4 Word, Document Productivity: Working with Tables and Mail Merge

Read White pages, 261-266, 273-275, Will not cover Mail Merge, P251-290

Do Yellow page Hands-On Exercises (3)

Homework

Practice Exercise, 2 Marti Appraisal Company (w04p2invoice), p302

Mid-Level Exercise, 2 Building Materials (wo4m2construction) p305

Mid-Level Exercise, 3 Finding Dakota (New document, w04m3lostpet) p306

Review KEY TERMS and Do MULTIPLE CHOICE p299-300

Exam on Word during week of 26 February 2012