

F2010 WORD Syllabus
Introduction to Software Applications CSA K105
CRN-31120 (M, Room E125, 02:00-04:45), CRN-31106 (T,R, Room E216, 02:30—03:45)

Instructor: Prof Ronald Leask

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

Office Hours: T, W 08:00-12:00

Phone: 860-885-2391

Instructor e-mail: rleask@trcc.commnet.edu

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

TEXTBOOK, SOFTWARE, HARDWARE, AND SKILLS REQUIRED

TEXT: Microsoft **OFFICE 2007 VOLUME I**, Robert Grauer, Hulett. Krebs, Lockley, Mulbery, and Scheeren (Includes a **CD ROM – OF ALL PRACTICE AND DATA FILES FOR THIS COURSE**) PEARSON: PRENTICE HALL INC, ISBN: 0-13-186068-2 OR ISBN-13:978-0-13-157729-9, ISBN-13:978-0-13-506250-0

Students will also need a **FLASH DRIVE** of at least 1Gbyte to hold data and completed Practice and homework files, for **WORD, EXCEL, POWERPOINT, and ACCESS** and any other student generated course material –Cost ~\$15.00. If Flash Drive is lost, check with security at Main Entrance..

COURSE OBJECTIVES

Students will review Windows XP, Internet Explorer and gain a working knowledge of Microsoft Office Applications; **WORD, EXCEL, POWERPOINT, and ACCESS 2007**. Students will learn how to plan, design generate, and modify Microsoft Office 2007 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>**. Go to Microsoft Office 2007, then “Student Resources,” then to “Student Data Files”, and then “Office 2007 Volume I (1/e or 2/e, 3/e) and “Click” to download all Student Data Files for Exploring Office 2007 Volume 1, 1/e, or 2/e Word Volume 1, Chapters 1-4 1/e or 2/e, Excel Volume 1 Chapters 1-4 1/e or 2/e, PowerPoint Volume 1, Chapters 1-4 1/e or 2/e, and Access Volume 1, Chapters 1-4, 1/e or 2/e. **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, and “Practice 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. **Expect all assigned homework to be handed in on time.**

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All assigned homework will count 70% of your grade and require a cover page showing your name, title of assignment and page number in text. In class exams will count 30% of your grade. Expect students to do most of homework in-class.

Syllabus is subject to change based on new or updated information

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Introduction to Software Applications (Weekly Assignments)

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

Read White pages 1077 -1088, 1092 -1098, 1104 -1112

Do in-class Yellow pages, Hands-On Exercises

Homework

Exercise 1, Log into your computer with Name, using Banner 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. e.g. 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 term, Create the top folder, “**Fall 2010 Classes**”. Label each class folder with the class name and put into higher level folder “**Fall 2010 Classes**”. Put your name, Date and Class, in Header of a Blank Word page. Use “**PrintScrn**” to print a copy of the desktop with all folders showing and paste it in word and hand-in.

Exercise 3, Using the Internet,
Create a folder on your desktop and label it “Office 2007 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 2007 Volume I, 1/e or 2/e or 3/e, Make sure you select the correct text. Download all files for your text. Download Word, Excel, PowerPoint, Access, files for the 1/e or 2/e, Or 3/e. All files download are compressed and must be expanded. Store all uncompressed files on a flash memory stick. Use “**PrintScr**” to print a copy of the desktop showing your flash memory stick. Hand in

Office Fundamentals: Using Word, Excel, Access, and PowerPoint

Read White pages, 1-11, 18-27, 31-47

Do in-class Yellow pages Hands-On Exercises

Homework,

Practice Exercise, 2 Avoiding Fraud Report (chap1_pe2), p58

Practice Exercise, 2 Formatting a Menu (chap1_mid2), p63

Practice Exercise, 3 Enhance the Insurance Letter (chap1_mid3), p64

Multiple Choice p55-56

Chapter 1, Microsoft Word: What Will Word Processing Do for Me?

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Read White pages, 69-80, 87-95, 103-109

Do in-class Yellow page Hands-On Exercises

Homework

Practice Exercise, 2 Use Spelling and Grammar Check on Memo
(chap1_pe2_memo), p120

Practice Exercise 3 Keyboard Shortcuts (chap1_pe3_shortcuts), p121

Practice Exercise, 4 Protecting Your System (chap1_pe4_virus), p122

Multiple Choice p117-118

Chapter 2, Gaining Proficiency: Editing and Formatting

Read White pages, 131-139, 143-151, 159-164, 171-172

Do in-class Yellow page Hands-On Exercises

Homework,

Practice Exercise, 1 The Purchase of a PC (chap2_pe1_tips), p183

Practice Exercise, 2 Creating a List of Job Descriptions (chap2_pe2_personnel),
p 184

Mid-Level Exercise, 1 Creating and Applying Styles (chap2_mid1_conference)
P188

Multiple Choice p181-182

Chapter 3, Enhancing a Document: Tables and Graphics

Read White pages, 195-200, 205-211, 219-226,

Do in-class Yellow page hands-on exercises

Homework, Blue pages

Practice Exercise, 1 The Library Station (chap3_pe1_flyer), p235

Practice Exercise, 3 The Study Schedule (chap3_pe3_schedule), 237

Mid-Level Exercise, 1 Resume (chap3_mdi1_resume), p241

Multiple Choice p233-234

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Chapter 4, Share, Compare, and Document

Read White pages, 249-257, 263-269, 277-282, 287-291,

Do in-class Yellow page Hands-On Exercises

Homework

Practice Exercise, 1 Review a Document (chap4_pe1_revuew), p299

Practice Exercise, 3 Web Design (chap4_mid3_web)

Multiple Choice p297-298

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Course Materials:

Text, Office 2007 Vol I

CDROM with student data files

1 GB memory stick to store all student homework that is submitted

All home work should contain information in cover sheet

Copy of Office 2007

myitLab Not Use in this class.

Word Exam in about 4 weeks

In-class exam on week of 9/26/10

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 computer

Exercise 2. Create folders for each Spring 2010 Class

Exercise 3 Download student data on Internet,

<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