

SYLLABUS

INTRODUCTION TO SOFTWARE APPLICATIONS

CSA K105 CRN 31337 SECTION T24 KTRCC E119

**THREE RIVERS COMMUNITY COLLEGE
NORWICH, CONNECTICUT 06360**

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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 *Windows*.

OBJECTIVES

The student will be able to:

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.
4. Create a compound document consisting of a word processing document with spreadsheet components.
5. 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.
6. Use *Microsoft PowerPoint* to:
 - Create, modify, display, and print a slide show presentation.
 - Apply and modify themes, transitions, and custom animation to slides
 - Use and modify templates, headers, and footers.
 - Import and modify outlines and slides.

METHOD OF EVALUATION

Course evaluation will be based on performance on quizzes, exams, and lab assignments.

QUIZZES AND EXAMS

Quizzes and exams will be in short answer, true and false, or multiple-choice form, and in lab form requiring use of the computer. Quizzes and exams will cover material from lectures and the textbook. Unexcused absences from quizzes and exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the in-class exam.

LAB ASSIGNMENTS

Lab assignments must be submitted on or before the due date and time. Late assignments will be awarded a 0 for that assignment. Any file submitted for grading that contains a virus will receive a 0 for that assignment. Any damaged file submitted for grading will also receive a 0.

Unexcused absences from lab assignments will also result in a score of 0 for that assignment. Excused absences must be requested **in advance** of the assignment deadline. Assignments will be graded on professionalism, accuracy, style, and completeness. Details of the lab assignments will be provided separately.

MAKEUP POLICY

Students are required to make up missed quizzes, lab assignments, and examinations resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

ATTENDANCE

Students are expected to attend class regularly. No absences of any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning computer software applications. Unexcused absences from exams and quizzes will result in a score of 0 for that test.

CELL PHONES AND PAGERS POLICY

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

EARLY WARNING POLICY

Early intervention will be provided for students in academic difficulty. Tutoring services can be obtained through the Tutoring Center located in the Learning Resource Center. **The Registrar's Office will be notified in cases of prolonged absences.**

REQUIRED MATERIALS

Textbooks: Grauer, Robert T. and Barber, Maryann. *Exploring Microsoft Office 2007, Volume I*. New Jersey: Pearson Prentice Hall, 2008. Memory Stick.

COLLEGE WITHDRAWAL POLICY

Students may withdraw at the Registrar's Office, for any reason, until the week prior to the end of classes. It is recommended that students who stop attending classes officially withdraw from the class.

DISABILITIES 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 attention deficit disorder. Kathleen Gray (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5240) also works with students who have disabilities.

COURSE EVALUATION

Class assignments and examinations will be given as outlined above. **Lab assignments will make up 30 percent of the final grade and quizzes and examinations will make up 70 percent of the final grade.** The following table lists the academic grades used and their corresponding quality points.

GRADES	DEFINITION	EQUIVALENT	QUALITY POINTS
A	Excellent	94-100	4.0
A-		90-93	3.7
B+	Good	87-89	3.3
B		83-86	3.0
B-		80-82	2.7
C+	Satisfactory	77-79	2.3
C		73-76	2.0
C-		70-72	1.7
D+		67-69	1.3
D	Poor	63-66	1.0
D-		60-62	0.7
F	Unsatisfactory		0.0

A student may request an irrevocable Audit status from the Registrar within the Add-Drop Period. Audit status is considered a non-academic grade (No grade points).

POLICY ON ACADEMIC INTEGRITY

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.

COURSE OUTLINE

<u>CLASS</u>	<u>DATE</u>	<u>TOPICS</u>	<u>READING ASSIGNMENTS</u>	<u>LAB ASSIGNMENTS</u>
				<i>Complete <u>ALL</u> Hands-On Exercises</i>
1	8/27/2010	Intro to Windows & Office	Getting Started & Ch 1	LAB 1: _____
2	9/3/2010	Word Processing Basics	Word 2007 Chapter 1	LAB 2: _____
3	9/10/2010	Editing and Formatting	Word 2007 Chapter 2	LAB 3: _____
4	9/17/2010	Tables and Graphs	Word 2007 Chapter 3	LAB 4: _____
5	9/24/2010	Collaboration, References	Word 2007 Chapter 4	LAB 5: _____
6	10/1/2010	Introduction to Spreadsheets	Excel 2007 Chapter 1	LAB 6: _____
7	10/8/2010	Formulas and Functions	Excel 2007 Chapter 2	LAB 7: _____
8	10/15/2010	Graphs and Charts	Excel 2007 Chapter 3	LAB 8: _____
9	10/22/2010	Table Management	Excel 2007 Chapter 4	LAB 9: _____
10	10/29/2010	WORD AND EXCEL	EXAM	
11	11/5/2010	Introduction to Databases	Access 2007 Chapter 1	LAB 11: _____
12	11/12/2010	Tables and Forms	Access 2007 Chapter 2	LAB 12: _____
13	11/19/2010	Queries and Reports	Access Chapters 3, 4	LAB 13: _____
14	12/3/2010	Presentations	PowerPoint Chapters 1, 2	LAB 14: _____
15	12/10/2010	ACCESS - POWERPOINT	FINAL EXAM	

ATTENDANCE: GENERALLY EXPECTED. SIGN-IN SHEET WILL BE ON TABLE. LABS: CREATE ONE COVER SHEET PER ASSIGNMENT.