

**Introduction to Software Applications  
Course CSA \*K105**

**Meeting Day and Time: Tuesday 5:30 – 8:15 pm, Room E119**

**Course Instructor: Meredith Metcalf (Office: Room C202)**

**Email: [meredithmetcalf@yahoo.com](mailto:meredithmetcalf@yahoo.com) or [mmetcalf@trcc.commnet.edu](mailto:mmetcalf@trcc.commnet.edu)**

**Office Hours: Tuesday and Thursday 1:00 pm – 2:00 pm or by appointment**

**Required Text:**

Grauer, R., Hulett, M., Krebs, C., Lockley, M.W., Mulbery, K., and Scheeren, J. 2009. Exploring Microsoft Office 2007, Volume 1, Third Edition. Prentice Hall; Upper Saddle River, New Jersey.

**\*\*A USB flash drive is STRONGLY recommended for this course.**

**Learning Objectives:**

- Become comfortable with accomplishing a task in Microsoft Word, Excel, Access, and PowerPoint
- Understand the when and why to apply a skill in Microsoft Word, Excel, Access, and PowerPoint
- Prepare students for the use of Microsoft Office in all diverse work settings

**Course Structure:**

I have structured this course such that each class involves an introduction to a topic that will be followed by an assignment or exercise that complements or demonstrates the topic introduced.

We will spend three to four weeks on each of the specific programs of Microsoft Office (Word, Excel, Access, and PowerPoint), learning the detailed and necessary capabilities and applications of each program.

Most classes include a short assignment to be turned in at the end of the session. **Each student is expected to turn in his/her own work for each assignment.**

**Grading**

**15% Attendance and Participation** – Regular attendance and class participation is expected of each student.

**85% - Class Assignments** – Assignments will be exercises from the above text. These assignments will be performed in class. All assignments must be handed in electronically; assignments will be placed in a .zip file, attached to an email with the subject heading containing your name and the assignment, and emailed to [meredithmetcalf@yahoo.com](mailto:meredithmetcalf@yahoo.com) . If the assignment is not completed in class, it is necessary

that the assignment be completed on your own and electronically handed in by the beginning of the following class.

Grade Scale: There will be no grading on the normal distribution curve.

A	100.00 – 93.50
A-	93.49 – 90.00
B+	89.99 – 87.50
B	87.49 – 84.50
B-	84.49 – 79.50
C+	79.49 – 77.50
C	77.49 – 73.50
C-	72.49 – 69.50
D+	69.49 – 63.50
D	63.49 – 59.50
F	59.49 – 00.00

### **Tentative Schedule**

The meaning of “tentative”, as used here, means that the schedule outlined below is under terms that are uncertain or not final. In other words, required reading, essays, quizzes/exams, and dates **may** change. However, all changes and variations of the schedule will be discussed in class; thus, class attendance is essential for students and excuses for missed assignments or quizzes/exams will not be accepted.

Date	Topic
January 25 <sup>th</sup>	<p>Introductions  Microsoft Word Chapter 1  Microsoft Word introduction, document formatting and organization  <b>Assignment 1</b></p>
February 1 <sup>st</sup>	<p>Microsoft Word Chapter 2  Text formatting, paragraph formats, styles and document preferences, and table of contents and indexes  <b>Assignment 2</b></p>
February 8 <sup>th</sup>	<p>Microsoft Word Chapter 3  Insert and format tables, sort and apply formulas to tables, convert text to table, insert clip art and WordArt and symbols, format graphics  <b>Assignment 3</b></p>
February 15 <sup>th</sup>	<p>Microsoft Word Chapter 4  Insert comments, track changes, view side by side, compare and combine documents, create bibliography, create and modify footnotes/endnotes, add references, insert a table of figures  <b>Assignment 4</b></p>
February 22 <sup>nd</sup>	<p>Microsoft Excel Chapter 1  Introduction to Excel, spreadsheets, mathematics and formulas, workbook and worksheet enhancements  <b>Assignment 5</b></p>
March 1 <sup>st</sup>	<p>Microsoft Excel Chapter 2  Formula basics, function basics, logical and lookup functions, financial functions  <b>Assignment 6</b></p>
March 8 <sup>th</sup>	<p>Microsoft Excel Chapter 3  Chart types, creating charts, modify and enhance charts, embed charts  <b>Assignment 7</b></p>
March 15 <sup>th</sup>	NO CLASS – SPRING BREAK
March 22 <sup>nd</sup>	<p>Microsoft Excel Chapter 4  Freeze, hide, and unhide rows and columns, control calculation, explore basic table management, filter and sort data  <b>Assignment 8</b></p>

Date	Topic
March 29 <sup>th</sup>	Microsoft Access Chapter 1 Introduction to Access, data and files, filters, sorts and how Access differs from Excel, relational database <b>Assignment 9</b>
April 5 <sup>th</sup>	Microsoft Access Chapter 2 Table design, properties, views, and wizards, multiple table database, queries <b>Assignment 10</b>
April 12 <sup>th</sup>	Microsoft Access Chapter 3 Data summary and analysis, expression builder, data aggregates <b>Assignment 11</b>
April 19 <sup>th</sup>	Microsoft Access Chapter 4 Create, edit, and perform calculations in reports and create professional and useful reports <b>Assignment 12</b>
April 26 <sup>th</sup>	Microsoft PowerPoint Chapter 1 Introduction to PowerPoint, presentation creation and development, navigating and printing <b>Assignment 13</b>
May 3 <sup>rd</sup>	Microsoft PowerPoint Chapter 2 Templates, outlines, data imports, and design <b>Assignment 14</b>
May 10 <sup>th</sup>	Microsoft PowerPoint Chapter 3 Shapes, SmartArt, WordArt, Object manipulation Microsoft PowerPoint Chapter 4 Pictures, photo albums, movies, and sound <b>Assignment 15</b>

## Course Policies

*Electronic Devices (cell phones, MP3 players, etc.):* These devices must be turned off when entering the room to maintain a respectful class atmosphere. You will be asked to leave if you disregard this requirement.

*Attendance:* **The student must inform me in advance of a necessary absence and the student will be solely responsible for learning any missed material and handing in missed assignments on time.** My contact information is provided at the top of this

syllabus. If you inform me well in advance of an absence, I will be happy to make appropriate accommodations.

*Late/Missed Work:* All assignments are due the following week after it has been assigned unless otherwise specified. After this time the assignment will not be accepted and the student will receive a zero.

*Add/Drop:* The last day to add/drop and obtain partial tuition refund for this course is February 2<sup>nd</sup>, 2011.

*Withdrawal:* The last day to withdrawal from this course is May 9<sup>th</sup>, 2011.

*Incomplete:* An incomplete must be finished within 60 days of the last day of the Spring 2011 Semester.

*Academic Conduct:* It is expected that each student will turn in only his or her own work. Violations of the Student Code are taken seriously. This includes copying or sharing answering on tests or individual assignments, plagiarism, or having someone other than yourself do your work. Depending on the act, a student could receive an F grade on the test/assignment, an F grade for the course, or could be suspended or expelled.

For Your Knowledge, cheating and plagiarism are defined below:

Cheating is defined as the giving of assistance to another or the receiving of assistance from another person, another examination paper, other written material, or any source not explicitly permitted by the instructor, is cheating. Thus, you may not look at another's paper or answers; you may not show your paper or answers to another or leave your paper or answers around for others to look at; and, you may not verbally read or reveal your answers to another. It is also cheating to have access, without the instructor's approval, to examination, quiz, or test questions prior to the administration of the examination, quiz, or test.

Plagiarism is the submission or presentation of ideas or work in any form that are not one's own without appropriate acknowledgement of the source(s). Even with the acknowledgement, close paraphrasing can constitute plagiarism. You may quote the work of others if properly referenced.

*Special Needs:* Please inform me as soon as possible if you require any accommodations in addition to those provided here.