CSA* K105 (CRN# 10949) Introduction to Software Applications – Spring 2011
M/W/F 1:00 p.m. – 1:50 p.m., Room E-214

Instructor: Kimberly O'Connor, Room C241A
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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 2007 Volume 1, Third Edition – 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) – 20% each
2. Lab assignments/homework – 15%
3. Attendance/participation – 5%

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:

- Exams will be in multiple-choice and lab form requiring use of the computer. Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the exam.
- Class time will be a combination of lectures and lab time for completing assigned work. I will give lab assignments once I am done lecturing. Any lab work not completed in class must be done for homework.
- Any assigned work will be due the following class after it is assigned for full credit. Late assignments will receive half credit.
- Grading of lab assignments will be based on accuracy, style and completeness. If corrections need to be made I will return the lab to you so that changes can be made. I will not return the labs if I feel that the assignment is accurate and complete.
- Students are required to make up missed lab assignments and exams resulting from <u>excused</u> absences. Arrangements are to be made on an individual basis with the instructor.
- Some assignments will be printed and handed in, and some will be e-mailed to the instructor. If printed, all pages of an assignment should be stapled together as <u>one package</u>. Make sure that your name is on page one.
- I will also utilize Blackboard Vista which can be accessed through MyCommnet. Assignments can be submitted through Blackboard, as well as through regular e-mail. Grades will be posted using Blackboard.
- Students MUST purchase a USB flash/jump drive for use in class and at home. We will load all of the exercise files onto your flash drives on the first day of class.

<u>**Logging on to Network**</u>**:**
1. Username = Student ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter <u>only</u> capitalized) + &
   + last 4 digits of SSN (password <u>is</u> case sensitive)
   Example: Oct&6789
   for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

<u>**To Reset Forgotten Password:**</u>

- 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. <u>Any more than 3 excused absences may result in points off of your final grade.</u>

Academic Integrity Policy

<u>Academic integrity is essential to a useful education.</u> 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 2007) to complete assignments at home For assignments and exams that need to be done out of 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 #10949) COURSE SCHEDULE (Lab Assignments will be given once a chapter is completed)

Spring 2011
Instructor: Kim O'Connor

Dates	Topics	Lab Assignments
Jan. 21	Introduction, Syllabus, Class Expectations, Download files	
Jan. 24, 26, 28	**Office Fundamentals, Word – Chapters 1-4**	
Jan. 31; Feb. 2, 4	**Word – Chapters 1-4**	
Feb. 7, 9, 11	**Word – Chapters 1-4 – *Word exam handed out (take-home)***	
Feb. 14, 16, 18	**Excel Chapters 1-4**	
Feb. 23, 25	**Excel Chapters 1-4 (No class Feb. 21)**	
Feb, 28; Mar. 2, 4	**Excel Chapters 1-4**	
Mar. 7, 9, 11	**Excel Chapters 1-4 – *Excel exam handed out (take-home)***	
Mar. 14 - 18	**Spring Break – Classes Not in Session**	
Mar. 21, 23, 25	**Access Chapters 1 – 4**	
Mar. 28, 30; Apr. 1	**Access Chapters 1 – 4**	
Apr. 4, 6, 8	**Access Chapters 1 – 4**	
Apr. 11,13,15	**Access Chapters 1 – 4 - *Access exam handed out (take-home)***	
Apr. 18, 20	**PowerPoint Chapters 1 – 4 (No class Apr. 22)**	
Apr. 25, 27, 29	**PowerPoint Chapters 1 - 4**	
May 2, 4, 6	**PowerPoint Chapters 1 – 4**	
May 9, 11, 13	**PowerPoint Chapters 1 – 4- *PowerPoint Exam handed out (take-home)***	
May 16	**Last Day of Class – PowerPoint Exam due**	