

Intro to Software Applications – CSA K105-T14
Spring 2011 Syllabus
Room E125, Mondays & Wednesdays, 3:30 – 4:45 PM

Instructor: Prof. Wanda Short
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Office Hours: 1:30 – 3:00 pm Mondays & Wednesdays; Alternate Days/Times by Appointment

Course Description:

This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access, Power Point and Internet Explorer. A small amount of time will be devoted to the environment, i.e. operating system platform and graphical user interface (GUI).

Lecture: 2 hrs Laboratory: 1 hr Credits: 3 hrs Contact: 3 hrs

Prerequisite: None
Method: Lecture and Lab using Personal Computers
Text: Microsoft Office 2007, 3rd Edition - Volume I, by Grauer ... [et al.]
Published by Prentice Hall, ISBN 978-0-13-506250-0

Course Materials:

- TEXT INCLUDES A CD-ROM OF ALL PRACTICE AND DATA FILES FOR THIS COURSE.
- STUDENTS WILL **ALSO NEED A MEMORY STICK** OF AT LEAST **1GB** TO HOLD DATA AND COMPLETED PRACTICE AND HOMEWORK FILES, FOR WORD, EXCEL, POWER POINT, ACCESS AND ALL STUDENT GENERATED COURSE MATERIAL

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.

Homework:

Homework is due on the assigned due date at the beginning of class. If you cannot attend a lecture due to extraordinary events, notify the instructor in advance of the class you will miss. Unless special arrangements have been made with the instructor in advance, the due date for written work **will not change**. You are responsible for obtaining the information covered at any class you miss.

******Expect All Assigned Homework to be Handed in on Time.******
All assigned homework will require a cover page showing your name, title of assignment and page number in text.

Grading Policy:

In-class exams will be given after completion of each major section of WORD, EXCEL, POWERPOINT and ACCESS. There will be no in-class FINAL EXAM. Each exam will cover material in “White,” pages, “Yellow” pages, and “Practice Exercises” at end of each chapter. Also, review “Multiple Choice” at end of each chapter. Assignments include Homework, Practice Exercises, Mid Level Exercises, Capstone Exercises and Mini Cases Exercises. Exams that are missed for any reason cannot be made up unless **prior** arrangements are made with the instructor. Final grades based on the following weighting:

➤	60%	Homework
➤	40%	Exams
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	100%	Total

Attendance:

This course is designed in such a way that a student should get more from the in-class activities than from the textbook alone. Therefore, students who are registered for this course are naturally expected to attend class regularly. Over the span of a semester the instructor expects to become familiar with the attendance habits of individual students. Therefore, these habits cannot help but be a factor in the evaluation of class participation and student contribution.

Instructor Assistance:

Seeking help from the instructor outside of class is encouraged if you are having difficulty understanding course material. **Feel free to Email/call for an appointment during office hours.**

Withdrawal:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" available in the Registrar's office within the time limits of the semester calendar. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade.

Disabilities Statement:

If you are a student with a disability and believe you will need accommodations for this class, you must contact the Disabilities Counseling Services at (860) 823-2830. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. The instructor cannot provide accommodations until an accommodation letter from the Disabilities Counselor is received.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to success 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 TOPIC/CONTENT

Windows XP and Office Fundamentals Essentials of Windows XP Office Fundamentals	1 week
Microsoft Office Word 2007 Chapter 1: Microsoft Word: What Will Word Processing Do for Me? Chapter 2: Gaining Proficiency: Editing and Formatting Chapter 3: Enhancing a Document: Tables and Graphics	3 weeks
Microsoft Office Excel 2007 Chapter 1: Excel 2000: Introduction to Excel: What Can I Do with a Spreadsheet? Chapter 2: Formulas and Functions: Math Basics for Spreadsheet Use Chapter 3: Charts: Delivering a Message Chapter 4: Working with Large Worksheets and Tables: Manipulation Worksheets and Table Management	4 weeks
Microsoft Office Access 2007 Chapter 1: Introduction to Access: Finding Your Way through a Database? Chapter 2: Relational databases and Multi-Table Queries: Designing Databases and Using Related Data Chapter 3: Customize, Analyze and Summarize Query Data: Creating and Using Queries to Make Decisions	3 weeks
Microsoft Office Power Point 2007 Chapter 1: Introduction to PowerPoint: Presentations Made Easy Chapter 2: Presentation Development: Planning and Preparing a Presentation Chapter 3: Presentation Design: Enhancing with Illustrations	2 weeks

Introduction to Software Applications (Weekly Assignments)

Week 1: January 24 & 26

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 #1 due no later than January 31, beginning of class:

1. Practice Exercise 2, Avoiding Fraud Report (chap1_pe2) p58
2. Mid-Level Exercise 2, Formatting a Menu (chap1_mid2) p63
3. Practice Exercise 3, Enhance the Insurance Letter (chap1_mid3) p64

Week 2: January 31 & February 2

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

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

Do in-class Yellow page Hands-On Exercises

Homework #2 due no later than February 7, beginning of class:

1. Practice Exercise 2, Use Spelling and Grammar Check on Memo (chap1_pe2_memo) p120
2. Practice Exercise 3, Keyboard Shortcuts (chap1_pe3_shortcuts) p121
3. Practice Exercise 4, Protecting Your System (chap1_pe4_virus) p122

Week 3: February 7 & 9

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 #3 due no later than February 14, beginning of class:

1. Practice Exercise 1, The Purchase of a PC (chap2_pe1_tips) p183
2. Practice Exercise 2, Creating a List of Job Descriptions (chap2_pe2_personnel) p 184
3. Mid-Level Exercise 1, Creating and Applying Styles (chap2_mid1_conference) p 188

Week 4: February 14 & 16

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 #4 due no later than February 23, beginning of class:

1. Practice Exercise 1, The Library Station (chap3_pe1_flyer) p 235
2. Practice Exercise 3, The Study Schedule (chap3_pe3_schedule) p 237
3. Mid-Level Exercise 1, Resume (chap3_mid1_resume) p 241

Please Note the Following:

Monday, February 21 – Class Not In-Session (Holiday)

Monday February 28 – In-Class Exam #1 covering Office Fundamentals & Microsoft Word

Course Materials:

Text

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

In-class Exam #1 on Monday, February 28th

Exam will be similar to questions at end of 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)**

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 THAN
TWO WEEKS LATE**

*****This is a Sample*****