

# CSA 105 - Introduction to Software Applications Course Syllabus

**Semester:** Fall 2012

**Instructor:** Gina M. Laudone

**Email:** [glaudone@trcc.comnet.edu](mailto:glaudone@trcc.comnet.edu) or via Blackboard Learn Messages

**Online Discussions:** Available for all learning modules

**Phone:** (401) 741-5680 (with voice mail)

**Office Hours:** By Appointment Only

## **Instructor Response Time Objective:**

Email – within 24 hours or sooner if possible

Bb Learn messages - 24 hours or less weekdays, 48 hours or less weekends

Discussion posts - 24 hours or less weekdays, 48 hours or less weekends

Assignment grading – 1 week or less **from due date**

## **Required Text:**



*Exploring Microsoft Office 2010 Volume I **Second Edition*** by Robert T. Grauer et al, Prentice Hall Publishing, 2010

This text is sold through the Three Rivers bookstore (ISBN-10: 0-13-287360-5, ISBN-13: 978-0-13-287360-4) bundled with:

- **the access code** for the Prentice Hall myITlab site (myITlab is not required, but is recommended for this class). Please note if you buy the book online it may not come with the access code, so be sure you know what you are buying. The **course number** for myitlab is CRSABMY-239653

You will need Windows 7 and Office 2010 with Access in order to complete the class exercises and homework. Optionally, you may perform some of the exercises using myITlab. In some cases bonus points will be available. Windows 7 and Office 2010 are available in the computer labs on campus. Windows 7 Upgrade and Office 2010 are NOT included with the textbook but are available for purchase at academic pricing through the TRCC bookstore ([www.efollett.com/software](http://www.efollett.com/software)). There is also an Office 2010 free trial download available from Microsoft ([technet.microsoft.com/en-us/evalcenter/ee390818](http://technet.microsoft.com/en-us/evalcenter/ee390818)) but this will expire 60 days after installation. No software installation support is provided by TRCC faculty or staff.

**Supplies and Materials:** Removable storage device (memory stick, aka travel drive, USB drive, etc.) 2GB or higher is recommended.

**Student Data Files:** These files are needed to complete the class exercises. They will be available on campus from the Academic Share (Laudone/CSA 105 Fall2012/CSA105 Book Files) starting August 30<sup>th</sup> 2012 or can be downloaded from [www.pearsonhighered.com/exploring](http://www.pearsonhighered.com/exploring). These files must be put on your USB Key.

**Course Description:** The course begins with a brief introduction to computing concepts, Blackboard Learn and to the Windows 7 environment and file handling. It continues with an introduction to Microsoft Office 2010 and then goes into details on its components (Microsoft Word, Excel, Access, and PowerPoint).

## Course Objectives

- To provide the student with basic knowledge of, and ability to employ in a business/academic environment, word processing, spreadsheet, relational database, and presentation graphics applications.
- Specifically using Office 2010 applications on a Windows operating system, at the course completion students will be able to describe and use application features including but not limited to the following:

<p><b>Windows</b></p> <ul style="list-style-type: none"> <li>• Navigate interface and dialog boxes.</li> <li>• Manage files and folders</li> </ul>	<p><b>Office Fundamentals</b></p> <ul style="list-style-type: none"> <li>• Open, save and print a document.</li> <li>• Select, edit, insert, move and copy text</li> <li>• Find, replace, and go to text.</li> <li>• Use the undo and redo commands.</li> <li>• Apply font attributes, copy formats.</li> </ul>
<p><b>Word</b></p> <ul style="list-style-type: none"> <li>• Set margins and specify page orientation.</li> <li>• Insert page breaks, headers and footers.</li> <li>• Add page numbers and insert a cover page.</li> <li>• Create sections, check spelling and grammar.</li> <li>• Control word-wrapping.</li> <li>• Set off paragraphs and apply paragraph controls.</li> <li>• Create a table of contents and an index</li> <li>• Work with tables.</li> <li>• Insert clip art, images, WordArt and symbols.</li> <li>• Insert comments, track changes.</li> <li>• Acknowledge a source, create a bibliography and select a writing style.</li> <li>• Create and modify footnotes and endnotes.</li> <li>• Add figure references, legal references.</li> <li>• Create cross-references.</li> <li>• Mail Merge</li> </ul>	<p><b>Excel</b></p> <ul style="list-style-type: none"> <li>• Define worksheets and workbooks.</li> <li>• Plan for good workbook and worksheet design.</li> <li>• Enter and edit data in cells and display cell formulas.</li> <li>• Use cell ranges, move, copy, and paste cells and cell ranges.</li> <li>• Manage and format worksheets.</li> <li>• Create and copy formulas.</li> <li>• Use relative and absolute cell addresses.</li> <li>• Use basic statistical functions, date functions and the IF, VLOOKUP, PMT and FV functions.</li> <li>• Create, modify, embed and print charts.</li> <li>• Work with large worksheet.</li> <li>• Explore basic table management, filter, sort and total data.</li> </ul>
<p><b>Access</b></p> <ul style="list-style-type: none"> <li>• Explore, describe and navigate among the objects in an Access database.</li> <li>• Backup, compact and repair Access files.</li> <li>• Create filters, sort table data.</li> <li>• Work with different views in Access objects.</li> <li>• Create tables, understand and establish table relationships.</li> <li>• Share data with Excel.</li> <li>• Create, copy and run a query.</li> <li>• Create calculated fields and expressions.</li> <li>• Perform date arithmetic, work with data aggregates.</li> <li>• Create and edit a report.</li> </ul>	<p><b>PowerPoint</b></p> <ul style="list-style-type: none"> <li>• Use slide layouts, apply design themes, add a table, insert clip art.</li> <li>• Use transitions and animations.</li> <li>• Run and navigate within a slideshow.</li> <li>• Create a presentation using a template.</li> <li>• Create a presentation in outline view.</li> <li>• Add existing content to a presentation.</li> <li>• Insert a header or footer.</li> <li>• Create shapes, SmartArt, WordArt.</li> <li>• Modify and arrange objects.</li> <li>• Insert and modify a picture.</li> <li>• Create a photo album.</li> </ul>

**Class structure:**

- I will spend approximately half to three quarters of the class time lecturing on the assigned material and the rest of the time facilitating lab/homework time for completing assigned work. I will release the homework assignment in Blackboard Learn once I am done lecturing.
- I will be using Blackboard Learn which can be accessed through MyCommnet. Assignments will be listed on Blackboard. Grades will be posted using Blackboard.
- Reading the material prior to the class will be part of your homework assignment, this is especially important if a topic is completely new to you.
- Grading of homework/lab assignments will be based on effort, completeness and it being handed in on time, see Class assignments section below for specifics on grading! Homework is due the week after it is assigned.
- All homework must be saved to a folder (named the assignment number and your lastname first initial of first name). For example, if the assignment number is WORD1 and my name is Joe Smith, the folder would be Word1 SmithJ – using capitals and lowercase as such makes it easier for me to read, but is not mandated. The folder then needs to be uploaded to Blackboard.
- Students are required to make up missed homework and exams resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

**Course Evaluation:** Course evaluation will be based on computer assignments, tests and class/online participation in discussions. The final grade for this course will be determined by the following percentages:

Homework Assignments	40%
Tests	50%
Discussion Participation	10%

**Class Assignments:** Class assignments should be submitted on or before the due date and time. An assignment will lose 50% of the score for that assignment if submitted late with no communication to instructor and 10% if the instructor is told ahead of time. No assignments will be accepted after the cutoff date. The details for each assignment, including work to be done and the due date and cutoff date, will be posted in Blackboard Learn.

**Tests:** Tests will be part multiple choice (20 questions worth 2 pts each) and part take home (worth 60pts) and will cover material from the lectures, text and homework. Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the exam. Any test handed in late will lose 25% of the score and will not be accepted after the cutoff date.

**Course grades:** Grades will be assigned as objectively as possible, according to the following scale (with plus or minus, as appropriate):

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and Below	F

**Logging on to Network:**

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

## **To Reset Forgotten Password:**

<http://www.commnet.edu/netid/>

## **College Withdrawal Policy:**

A verbal “drop or withdrawal” from course(s) will be accepted through the 10<sup>th</sup> 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. Any more than 2 excused absences may result in points off of your final grade.

**Academic Integrity:** Students are expected to do their own work in this class. Working together to better understand the material is acceptable. Submitting duplicate work is not and will adversely affect the assignment grade. Actively participating in the discussion boards both to ask and to answer questions will count towards your participation grade. Posting of detailed instructions for “how to” responses to questions is encouraged, but posting of a complete solution is not. Example violations include but are not limited to:

- Copying or sharing a file or any portion of a file from another student.
- Sharing or allowing another student to copy your files or any portion of a file.
- Duplicating or distributing copies licenses for software programs and/or services.

## **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. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

## **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 Learn 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 2010) to complete assignments at home 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.

Instructor: Gina M. Laudone

CSA\* K105 (CRN# 30117) COURSE SCHEDULE ~ Fall 2012

(Homework Assignments will be posted each week in Blackboard Learn after the Lecture)

<b>Dates</b>	<b>Topics</b>
Aug 30	<b>Introduction, Review Expectations, Logging On, Download Exercise Files, Black Board Learn, MyITLab, Windows and Office Fundamentals Chapter</b>
Sep 6	<b>Office Fundamentals and Word Chapter 1</b>
Sep 13	<b>Word Chapter 2 and Chapter 3</b>
Sep 20 <sup>th</sup>	<b>Word Chapter 3 and Chapter 4</b>
Sep 27 <sup>th</sup>	<b>Word Chapter 4</b>
Oct 4 <sup>th</sup>	<b>Office Fundamentals and Word Multiple Choice Exam, Hand Out Take Home Word Exam – Lecture Excel Chapter One</b>
Oct 11 <sup>th</sup>	<b>Word Take Home Exam Due Excel Chapter 1 and 2</b>
Oct 18 <sup>th</sup>	<b>Excel Chapter 2 and 3</b>
Oct 25 <sup>th</sup>	<b>Excel Chapter 3 and 4</b>
Nov 1 <sup>st</sup>	<b>Excel Multiple Choice Exam, Hand Out Take Home Excel Exam – Access Chapter 1</b>
Nov 8 <sup>th</sup>	<b>Excel Take Home Exam Due Access Chapter 2</b>
Nov 15 <sup>th</sup>	<b>Access Chapter 3</b>
Nov 22 <sup>nd</sup>	<b>No Class – Thanksgiving Break</b>
Nov 29 <sup>th</sup>	<b>PowerPoint – Chapter 1</b>
Dec 6 <sup>th</sup>	<b>PowerPoint – Chapter 2 &amp; 3 Course Review <i>The final exam will be handed out and is due 12/16</i></b>
Dec 13 <sup>th</sup>	<b><i>Last day of class. Final exam due.</i></b>

**Disclaimer:**

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.