

**THREE RIVERS COMMUNITY COLLEGE
NORWICH, CONNECTICUT
Student Course Syllabus
Fall 2012**

Course Title: CSA 105 – Introduction to Software Applications

CRN: 30121 (Saturday 9:00 AM – 11:45 AM)

Room: E 116

Instructor: Ronald W. Lesniak

Office Hours: after class or by appointment

E-Mail Address: RLESNIAK@TRCC.COMMNET.EDU

Required Textbook:

Exploring Microsoft 2010 Volume 1, Second Edition; by Robert T. Grauer et al, Prentice Hall Publishing, 2011. ISBN: 9781256704645 (TRCC Custom Edition). This edition comes bundled with the access code for the Prentice Hall MyITLab website. MyITLab is not required but is recommended for this course.

Required Software:

You will need Windows 7 and Office 2010 **with Access** in order to complete the class exercises and course assignments. Windows 7 and Office 2010 are available in the computer labs on campus. Windows 7 upgrade and Office **are not included** with the textbook but are available for purchase through the TRCC bookstore. There is also an Office 2010 free trial download available from Microsoft (technet.microsoft.com/en-us/evalcenter/ee390818) **but this will expire 60 days after installation**. No software support is provided by TRCC faculty or staff.

Required Data Files:

These files are needed to complete class exercises and assignments. They are included with the textbook, and in addition can be downloaded from the publisher's website: (www.pearsonhighered.com/exploring).

Required Supplies:

Removable storage device (USB flash drive aka, memory stick, thumb drive).

Course Description:

This is a hands-on course in which you will learn to use the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The course begins with a brief introduction to the Windows 7 operating environment including file management, and overview of Office 2010. It continues with an in-depth presentation of the skills and techniques needed to understand and successfully use Word, Excel, Access, and PowerPoint. It is assumed that the student has prior working knowledge of the Microsoft Windows environment.

Course Objectives:

1. To provide the student with an intermediate knowledge of, and ability to use word processing, spreadsheet, presentation graphics, and relational database applications in an academic or business environment.
2. Using Windows 7 and Microsoft Office 2010 applications students will understand and be able to use the following features:

Windows <ul style="list-style-type: none">• Navigate interface and dialog boxes• Manage files and folders	Office Fundamentals <ul style="list-style-type: none">• Open, save and print a document• Select, edit, insert, move and copy text• Apply font attributes, copy formats
Word <ul style="list-style-type: none">• Set margins and specify page orientation• Insert page breaks, headers and footers• Add page numbers and insert a cover page• Create sections, check spelling and grammar• Set off paragraphs and apply paragraph controls• Create a table of contents and an index• Work with tables• Insert clip art, images, WordArt and symbols• Insert comments, track changes• Create master documents and subdocuments• Acknowledge a source, create a bibliography and select a writing style• Create and modify footnotes and endnotes	Excel <ul style="list-style-type: none">• Define worksheets and workbooks• Plan for good workbook and worksheet design• Enter and edit data in cells and display cell formulas• Use cell ranges, move, copy, and paste cells and cell ranges• Manage and format worksheets• Create and copy formulas• Use relative and absolute cell addresses• Use basic statistical, date and lookup functions• Create, modify, embed and print charts• Work with large worksheets• Explore basic table management, filter, sort and total data
Access <ul style="list-style-type: none">• Understand relational databases• Explore, describe and navigate among the objects in an Access database• Create tables, understand and establish table relationships• Create filters, sort table data• Create, copy and run a query• Create calculated fields and expressions• Create and edit a form• Create and edit a report	PowerPoint <ul style="list-style-type: none">• Use slide layouts, apply design themes, add a table, insert clip art• Use transitions and animations• Run and navigate within a slideshow• Create a presentation using a template• Create a presentation in outline view• Add existing content to a presentation• Create shapes, SmartArt, WordArt• Modify and arrange objects

Course Assignments/Quizzes/Projects:

There will be Hands-On, Practice, Mid-Level, and other exercises assigned each week. The assignments and what is required will be posted on Blackboard Learn, and discussed in during class. All assignments are due on the dates indicated which will usually be at the beginning of class. Assignments will be submitted using Blackboard Learn.

There will be 5 quizzes and a final project. **There will be no make-up quizzes/exams without prior notification, and documented proof of illness or other extraordinary circumstances.**

Blackboard Learn:

This semester, TRCC is implementing campus-wide, the newest version of Blackboard Learn. We will be using Blackboard Learn as our primary means of communication during the course. It will contain course content, assignments, discussion forums, messaging, and your grades. There is a large amount of student training materials (tutorials, videos, and help) available online. **It's important that you are able to navigate and use Blackboard Learn as soon as possible.**

Course Grade:

Your final grade will be determined as follows:

Assignments.....	50%
Quizzes.....	40%
Final Project.....	10%

Attendance:

Each student is expected to attend every class. If you miss a class, you are responsible for obtaining notes, handouts, and assignments. Attendance will be taken at each class meeting.

Incomplete Policy:

Withdrawing from the course: A student who simply stops submitting work will receive the grade earned on work submitted, usually a failing grade. To receive a "W" grade you must apply for a withdrawal through the registrar's office by December 10, 2012. A "W" will be entered on the student transcript but will not be included in the calculation of the GPA.

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 permitted and will adversely affect the assignment grade. Actively participating in class discussions to ask and answer questions is expected of all students. 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 or licenses for software programs and/or services.
- ✓ Copy answers on exams or glance at nearby exams.

Students with Disabilities: If you are a student with a disability and believe you will need support services and/or accommodations for this class, please contact the Disabilities Support Services at TRCC. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

Important:

Use of cell phones, pagers, texting, surfing the Internet or playing computer games **is Not Permitted during class!**

THREE RIVERS COMMUNITY COLLEGE
CSA105 – Introduction to Software Applications
Student Course Schedule - Fall 2012

<u>CLASS</u>	<u>COURSE TOPIC</u>	<u>READING ASSIGNMENT</u>	<u>QUIZZES</u>
9/1	Windows 7	pages 1 - 40	
	Office Fundamentals	pages 53 - 72	
9/8	File Management	pages 79 - 106	
	Word 1: Introduction	pages 123 - 156	
9/15	Word 1: Introduction Continued		
	Word 2: Document Presentation	pages 171 - 199	
9/22	Word 3: Collaboration & Research	pages 225 - 252	Quiz on Win 7 & Office Fundamentals
9/29	Word 4: Document Productivity	pages 271 - 285	
10/6	PowerPoint 1: Introduction	pages 807 - 843	
	PowerPoint 2: Presentation Development	pages 861 - 872	
10/13	PowerPoint 3: Presentation Design	pages 903 - 948	Quiz on Word
10/20	Excel 1: Introduction	pages 327 - 375	PowerPoint Project Due
10/27	Excel 2: Formulas & Functions	pages 393 - 430	Quiz on PowerPoint
11/3	Excel 3: Charts	pages 449 - 485	
11/10	Excel 4: Tables	pages 505 - 546	
11/17	Access 1: Introduction	pages 571 - 602	Quiz on Excel
11/24	No Class - Thanksgiving		
12/1	Access 2: Queries & Relational Databases	pages 619 - 669	
12/8	Access 3: Analyzing Data	pages 687 - 716	Final Project Due
	Access 4: Forms & Reports	pages 733 - 782	
12/15	Course Wrapup		Quiz on Access
	Final Project Review		
Course Schedule is subject to change.			