

Intro to Software Applications – CSA*K105-T25; CRN 31355
Fall 2012 Syllabus
Room E125, MWF, 11:00 – 11:50 a.m.

Instructor: Prof. Wanda Short
Office: C128
Email: **Blackboard Learn Messaging (preferred)**
or wshort@trcc.commmnet.edu (emergency purposes only)
Telephone: (860) 885-2349 office
Office Hours: Mondays/Wednesdays 1:30 – 3:00 p.m.; Other Dates/Times by Appointment

Required Textbook:



Exploring Microsoft Office 2010 Volume I, Second Edition, Grauer | Poatsy | Mulbery | Hulett | Krebs | Mast, Prentice Hall Publishing, Copyright Year 2013

This text is bundled with the access code for the Prentice Hall MyITLab site (MyITLab is not required but is recommended for this class).

ISBN-10: 0-13-287360-5; ISBN-13: 978-0-13-287360-4

Required Software:

You will need **Windows 7** and **Office 2010 with Access** in order to complete the class exercises and course assignments. Optionally you may perform some of the exercises using MyITLab and in some cases you may earn extra credit for completing an exercise and/or homework in MyITLab.

- 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 through the TRCC bookstore (www.efollett.com/software).
- 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 installation support is provided by TRCC faculty or staff.

Required Student Data Files:

These files are needed to complete class exercises and homework. They are included with the textbook and in addition can be downloaded from the TRCC Academic Share (Short/ Fall2012_CSA105) folder or from the publisher (wps.prenhall.com/bp_exploring_mso2010_vol1_2e). These files are "read only" and must be saved per instruction in textbook prior to making any changes.

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.

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:

<p>Windows</p> <ul style="list-style-type: none"> • Navigate interface and dialog boxes • Manage files and folders 	<p>Office Fundamentals</p> <ul style="list-style-type: none"> • Open, save and print a document • Select, edit, insert, move and copy text • Find, replace and go to text • Use the undo and redo commands • Apply font attributes, copy formats
<p>Word</p> <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 • Control word-wrapping • 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 • Compare and combine documents • Create master documents and subdocuments • Acknowledge a source, create a bibliography and select a writing style • Create and modify footnotes and endnotes • Add figure and legal references • Create cross-references 	<p>Excel</p> <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 • VLOOKUP, PMT and FV functions • Create, modify, embed and print charts • Work with large worksheets • Explore basic table management, filter, sort and total data
<p>Access</p> <ul style="list-style-type: none"> • Understand relational databases • Explore, describe and navigate among the objects in an Access database • Backup, compact and repair Access files • 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 • Work with different views in Access objects • Share data with Excel • Perform date arithmetic, work with data aggregates 	<p>PowerPoint</p> <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 • Insert a header or footer • Create shapes, SmartArt, WordArt • Modify and arrange objects • Insert and modify a picture • Create a photo album

Course Evaluation:

Course evaluation will be based on weekly assignments, quizzes, class participation/attendance and final project. The final grade for this course will be determined by the following percentages:

➤	50%	Assignments
➤	30%	Quizzes
➤	15%	Final Project
➤	5%	In-Class Participation
<hr/>		
	100%	Total

Assignments: Assignments should be submitted on or before the due date. An assignment will lose 10% of the score for that assignment for each week submitted late. Assignments beyond two weeks late will not be accepted. Assignments will be graded on professionalism, accuracy, style and completeness. The details for each assignment, including work to be completed and the due date will be posted in Blackboard Learn and distributed in class prior to each major section. All assignments are due at the beginning of class on the dates indicated.

Quizzes: There will be a total of 5 quizzes. A quiz will be given after completion of each major section of Windows/Office Fundamentals, WORD, EXCEL, POWERPOINT and ACCESS. Each quiz will cover all material contained within each chapter. Quizzes will be composed of true/false and multiple-choice answers along with a computer exercise to complete. Each quiz will cover material from the text, exercises, assignments, and presentations. Quizzes that are missed for any reason cannot be made up unless prior arrangements are made with the instructor.

Final Project: To be determined in collaboration with instructor.

In-Class Participation: Each student is expected to attend every class. This course is designed in such a way that a student should get more from the in-class activities than from the textbook alone. If you miss a class, you are responsible for obtaining notes, handouts and assignments from. Course material including syllabus, course content, lectures, notes and is located in Blackboard Learn. As noted in the course evaluation, a 5% grade weight is assigned to course participation and attendance. Attendance will be taken at each class meeting. 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 assignments and quizzes will not change.

Grading Policy:

Grades will be assigned according to the following scale:

94 -100	A
90 - 93	A -
87 - 89	B +
83 - 86	B
80 - 82	B -
77 - 79	C +
73 - 76	C
70 - 72	C -
67 - 69	D +
63 - 66	D
60 - 62	D -
Below 60	F

Classroom Policies:

- Use of **cell phones**, pagers, texting, surfing the Internet or playing computer games **are Not Permitted** during class!
- Language and behavior that is disrespectful, or disruptive, to others is unacceptable. Students should refer to their Student Handbook for examples of such behavior as well as additional school policies.
- There is **NO food or drink** allowed in the labs.

Instructor Assistance: Seeking help from the instructor outside of class is encouraged if you are having difficulty understanding course material. You are encouraged to seek assistance during class as well as during office hours and other times by appointment.

Online Communication: The primary method of online communication (between all students and the instructor) for this class will be **forums** in **discussion boards**. Any private communications (between one student and the instructor) should use the **Blackboard messaging** capability called “**Messages**”. The Blackboard email tool will not be used in this class. Email outside of Blackboard should only be used for emergencies. You would use my email address of: wshort@trcc.commnet.edu for any such emergencies

Course Withdrawal: 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 within the time limits of the semester calendar. 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 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.

<u>Course Topics</u>	<u>Number of Weeks Covered</u>
Windows 7 and Office Fundamentals	2 week
Microsoft Office Word 2010	3 weeks
Microsoft Office Power Point 2010	2 weeks
Microsoft Office Excel 2010	4 weeks
Microsoft Office Access 2010	3 weeks

Student Course Outline ^(*1)					
Date ^(*2)	Lecture #	Event	Course Topic	Reading Assignments	Homework ^(*3) Due Dates
Mon 8/27 Wed 8/29 Fri 8/31	1		Getting Started with Windows 7	pp. 1 – 52	Initial Assessment due Fri 8/31
Wed 9/5 Fri 9/7 Mon 9/10	2		Office Fundamentals and File Management	pp. 53 – 122	HW #1 Windows 7 due Wed 9/5
Wed 9/12 Fri 9/14 Mon 9/17	3		Word Chapter 1: Introduction to Word Word Chapter 2: Document Presentation	pp. 123 – 169 pp. 171 – 224	HW #2 Office Fundamentals & File Management due Wed 9/12
Wed 9/19 Fri 9/21 Mon 9/24	4	Mon 9/24 Quiz #1 on Windows 7; Office Fundamentals & File Management	Word Chapter 3: Collaboration and Research	pp. 225 – 269	HW #3 Word Chap 1 & 2 due Wed 9/19
Wed 9/26 Fri 9/28 Mon 10/1	5		Word Chapter 4: Document Productivity	pp. 271 – 320	HW #4 Word Chap 3 due Wed 9/26
Wed 10/3 Fri 10/5 Mon 10/8	6		PowerPoint Chapter 1: Introduction to PowerPoint PowerPoint Chapter 2: Presentation Development	pp. 807 – 859 pp. 861 – 902	HW #5 Word Chap 4 due Wed 10/3
Wed 10/10 Fri 10/12 Mon 10/15	7	Mon 10/15 Quiz #2 on Word	PowerPoint Chapter 3: Presentation Design PowerPoint Chapter 4: PowerPoint Rich Media Tools	pp. 903 – 971 pp. 973 – 1035	HW #6 PowerPoint Chaps 1 & 2 due Wed 10/10
Wed 10/17 Fri 10/19 Mon 10/22	8		Excel Chapter 1: Introduction to Excel	pp. 327 – 392	HW #7 PowerPoint Chaps 3 & 4 due Wed 10/17
Wed 10/24 Fri 10/26 Mon 10/29	9	Mon 10/29 Quiz #3 on PowerPoint	Excel Chapter 2: Formulas and Functions	pp. 393 – 448	HW #8 Excel Chap 1 due Wed 10/24
Wed 10/31 Fri 11/2 Mon 11/5	10		Excel Chapter 3: Charts	pp. 449 – 504	HW #9 Excel Chap 2 due Wed 10/31
Wed 11/7 Fri 11/9 Wed 11/14	11		Excel Chapter 4: Datasets and Tables	pp. 505 – 563	HW #10 Excel Chap 3 due Wed 11/7
Fri 11/16 Mon 11/19 Mon 11/26	12		Access Chapter 1: Introduction to Access	pp. 571 – 618	HW #11 Excel Chap 4 due Fri 11/16
Wed 11/28 Fri 11/30 Mon 12/3	13	Mon 12/3 Quiz #4 on Excel	Access Chapter 2: Relational Databases and Queries	pp. 619 – 686	HW #12 Access Chap 1 due Wed 11/28
Wed 12/5 Fri 12/7 Mon 12/10	14		Access Chapter 3: Analyzing Data Access Chapter 4: Forms and Reports	pp. 687 – 731 pp. 733 – 799	HW #13 Access Chap 2 due Wed 12/5
Wed 12/12 Fri 12/14 Mon 12/17	15	Mon 12/17 Quiz #5 on Access	Final Project Due		HW #14 Access Chap 3 & 4 due Wed 12/12

- Notes:**
- 1) This course schedule is subject to change as conditions warrant
 - 2) Please note the following holidays and supplemental class observed (class not in session):
Mon 9/3 (Labor Day); Mon 11/12 (Veteran's Day); Wed 11/21 (Supplemental Class); Fri 11/23 (Thanksgiving)
 - 3) Detail outline of all homework will be distributed in-class and is also available on Blackboard Learn