

# CSA105 - Introduction to Software Applications

## Course Syllabus

Semester: Fall 2012

Instructor: Martin Benvenuti

Contact Methods: The primary method of public communication (between all students and the instructor) for this class will be in class during regular class meeting. A secondary mode of communication is available in Blackboard via 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: mbenvenuti@trcc.commnet.edu for any such emergencies.

Online Discussions: will be available for all learning topics – this feature will supplement the primary class communication method

Campus Office Hours: By appointment

Monday, Wednesday, and Friday (between 9:30 to 10:00 AM)

Campus Office: Adjunct faculty office space or in our regular classroom

Campus Phone: none

Instructor Response Time Objectives: Mail messages - 48 hours or less weekdays, 72 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 (no assignments are graded before the due date)

Required Text: Exploring Microsoft Office 2010 Volume I, Second Edition by Robert T. Grauer et al, Prentice Hall Publishing, Copyright Year 2013

This text is sold through the Three Rivers bookstore (9781256704645) bundled with: the access code for the Prentice Hall MyITLab site (MyITLab is not required but is highly recommended for this class). If purchasing this textbook elsewhere be sure to obtain the proper edition (ISBN-10: 0-13-287360-5, ISBN-13: 978-0-13-287360-4)

You will need Windows 7 and Office 2010 with Access in order to complete the class exercises and homework. You may perform some of the hands-on exercises and end of chapter MC quizzes using MyITLab and in some cases you may earn bonus points for completing an exercise and/or homework in MyITLab in addition to MS Office. 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.

**Student Data Files:** These files are needed to complete the class exercises. They are available on campus from the Academic Share (Anderson/Fall2012/CSA105 folder – folder will be available on August 27, 2012) or can be downloaded from Student Data Files 2nd Edition.

**Supplies and Materials:** Removable storage device (memory stick, aka travel drive, USB drive, etc.) for students requiring use of on-campus computer labs for course completion

**Course Description:** The course begins with a brief introduction to computing concepts 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><br/>         Navigate interface and dialog boxes.<br/>         Manage files and folders</p>   | <p><b>Office Fundamentals</b><br/>         Open, save and print a document.<br/>         Select, edit, insert, move and copy text<br/>         Find, replace, and go to text.<br/>         Use the undo and redo commands.<br/>         Apply font attributes, copy formats.</p>  |
| <p><b>Word</b><br/>         Set margins and specify page orientation.<br/>         Insert page breaks, headers and footers.<br/>         Add page numbers and insert a cover page.<br/>         Create sections, check spelling and grammar.<br/>         Control word-wrapping.<br/>         Set off paragraphs and apply paragraph controls.<br/>         Create a table of contents and an index<br/>         Work with tables.<br/>         Insert clip art, images, WordArt and symbols.<br/>         Insert comments, track changes.<br/>         Compare and combine documents.<br/>         Create master documents and subdocuments.<br/>         Acknowledge a source, create a bibliography and select a writing style.<br/>         Create and modify footnotes and endnotes.<br/>         Add figure references, legal references.<br/>         Create cross-references.</p> | <p><b>Excel</b><br/>         Define worksheets and workbooks.<br/>         Plan for good workbook and worksheet design.<br/>         Enter and edit data in cells and display cell formulas.<br/>         Use cell ranges, move, copy, and paste cells and cell ranges.<br/>         Manage and format worksheets.<br/>         Create and copy formulas.<br/>         Use relative and absolute cell addresses.<br/>         Use basic statistical functions, date functions and the IF, VLOOKUP, PMT and FV functions.<br/>         Create, modify, embed and print charts.<br/>         Work with large worksheet.<br/>         Explore basic table management, filter, sort and total data.</p> |

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|---|---|
| <p><b>Access</b></p> <p>Explore, describe and navigate among the objects in an Access database.</p> <p>Backup, compact and repair Access files.</p> <p>Create filters, sort table data.</p> <p>Work with different views in Access objects.</p> <p>Create tables, understand and establish table relationships.</p> <p>Share data with Excel.</p> <p>Create, copy and run a query.</p> <p>Create calculated fields and expressions.</p> <p>Perform date arithmetic, work with data aggregates.</p> <p>Create and edit a report.</p> | <p><b>PowerPoint</b></p> <p>Use slide layouts, apply design themes, add a table, insert clip art.</p> <p>Use transitions and animations.</p> <p>Run and navigate within a slideshow.</p> <p>Create a presentation using a template.</p> <p>Create a presentation in outline view.</p> <p>Add existing content to a presentation.</p> <p>Insert a header or footer.</p> <p>Create shapes, SmartArt, WordArt.</p> <p>Modify and arrange objects.</p> <p>Insert and modify a picture.</p> <p>Create a photo album.</p> |
|---|---|

**Course Pace:** Although there is flexibility in when the student works on this course, it is not self-paced. Assignments, with due dates, will be released throughout this fall session. Quizzes/tests will be available immediately after assignments are due and are available for a limited time only.

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

|                                     |     |
|-------------------------------------|-----|
| End of Chapter Computer Assignments | 40% |
| Hands-on exercises                  | 20% |
| Quizzes                             | 20% |
| Final Project                       | 20% |
| Discussion Participation            | 5%  |

**Withdrawing from the course:** A student who simply stops submitting work will receive the grade earned on that work, usually a failing grade. To receive a "W" grade instead, apply for a withdrawal through the registrar's office by December 10th. 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 and will adversely affect the assignment grade. Actively participating in the discussion boards both to ask and to answer questions is expected of all students. 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.

**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.

## Course Outline

| Week | Topics  | Approx. Assignment Due Dates (check online for actual) | Text Assignments  |
|------|---|--|---|
|      | Pre-Assignment                                      | 8/29   | none  |
| 1    | Getting Started with Windows 7                      | 8/31   | Windows 7 Chapter 1, pp. 1 - 51   |
| 2    | Office Fundamentals and File Management             | 9/6  | Office Fundamentals Chapter 1, pp. 53 - 122                                 |
| 3    | Introduction to Word Document Presentation          | 9/10 9/14  | Word Chapter 1, pp. 123 - 169 Word Chapter 2, pp. 171 - 224                 |
| 4    | Collaboration and Research                          | 9/21   | Word Chapter 3, pp. 225 - 269   |
| 5    | Enhancing a Document                                | 9/28   | Word Chapter 4, pp. 271 - 326   |
| 6    | Introduction to Excel                               | 10/5   | Excel Chapter 1, pp. 327 - 392  |
| 7    | Formulas and Functions                              | 10/12  | Excel Chapter 2, pp. 393 - 448  |
| 8    | Charts  | 10/19  | Excel Chapter 3, pp. 449 - 504  |
| 9    | Datasets and Tables                                 | 10/26  | Excel Chapter 4, pp. 505 - 569  |
| 10   | Introduction to Access                              | 11/2   | Access Chapter 1, pp. 571 - 618   |
| 11   | Relational Databases and Queries                    | 11/9   | Access Chapter 2, pp. 619 - 686   |
| 12   | Customize, Analyze, and Summarize Query Data        | 11/16  | Access Chapter 3, pp. 687 – 731   |
| 13   | Creating and Using Professional Forms and Reports   | 11/21  | Access Chapter 4, pp. 733 – 806   |
| 14   | Introduction to PowerPoint Presentation Development | 11/27 11/30  | PowerPoint Chapter 1, pp. 807 – 859<br>PowerPoint Chapter 2, pp. 861 - 902  |
| 15   | Presentation Design<br>PowerPoint Rich Media Tools  | 12/4 12/7  | PowerPoint Chapter 3, pp. 903 – 971<br>PowerPoint Chapter 4, pp. 973 - 1041 |
| 16   | Final Project                                       | 12/14  | To be announced   |

Note: This course outline is subject to change as conditions warrant.