# Three Rivers Community College

# Fall 2018 Syllabus CSA 105 - CRN# 30111

# INTRODUCTION TO SOFTWARE APPLICATIONS

# Tuesdays

# 6:30-9:15 p.m.

# Room B-116

**Instructor:** Zachary Flight

**E-Mail:** zflight@trcc.commnet.edu

**Telephone:** 860-373-7636 (Please leave voice mail message or text me)

**Office Hours:** By Appointment Only

# Course Description

The course begins with a brief introduction to computing concepts, Windows environment and file handling. It continues with an introduction to Microsoft Office 2016 and then goes into details on the following component software: Word, Excel, Access, and PowerPoint.

***Prerequisites:*** *ENG\* K100 eligibility and MAT\* K095 eligibility.*

# Text/Materials

**Text:** Exploring Microsoft Office 2016 Volume 1 by Poatsy, Mulbery, Krebs, Hogan, Rutledge, Cameron, Davidson, Lawson, Williams, Lau & Grauer   
Prentice Hall Publishing, Copyright Year 2017 ISBN: 9780134320793

Be careful you MUST have the MyITLab license/access code for this course. Purchasing the book and code separately normal ends up costing the student more money.

**Software:** Microsoft Office 2016, MyITLab

**Handouts:** Additional handouts may be distributed in class. I will try to have them available on Blackboard Learn (Blackboard) whenever possible.

**Course Management Website:** [www.my.commnet.edu](http://www.my.commnet.edu/) (Blackboard)

# Teaching Methods

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| --- | --- |
| **Lectures:** | Important material from the text and outside sources will be covered in class. Students should plan to take notes as not all material can be found in the text or readings. Discussion is highly encouraged. |
| **Exams:** | Four exams will be given. The exams will be in-class and online and will cover the assigned readings and material discussed in class. |
| **Homework:** | Homework will be assigned by section (Word, Excel, etc.). Students are required to complete and submit homework assignments by the scheduled due date. All homework for each section (Word, Excel, etc.) must be submitted by the date of the respective exam. Any homework received after the exam date will have points automatically deducted for late submission. |

# Learning Outcomes

1. Demonstrate understanding of computer hardware, software and the Windows 10 operating system.
2. Demonstrate understanding of efficient use of key software applications.
3. Students will identify the major hardware components of microcomputers and describe their function.
4. Students will be able to use basic operating systems features such as menus, help options, files and folders, backup files, create and delete folders, move, copy, rename, delete, and search to locate files.
5. Students will be able to use of the following basic Internet tools such as browsers, browser preferences, links, navigation, searching using an index or a directory, history, cookies, bookmarks/favorites.
6. Students will be able to use Word to create, edit, save, and print a document using the following features: basic shortcut keys, margins, cut and paste, indents, alignments, fonts and their attributes, line spacing, tabs, page numbers, headers/footers, footnotes, page breaks, bullets and numbering, tables, and graphics.
7. Students will be competent in using Excel using the following features: entering labels, values, and formulas into cells; formatting cells; using simple formulas (absolute and relative cell references); using built-in functions (Max, Min, Average, Sum); and create simple charts (column, line, pie).
8. Students will be competent in using an Access database for the following features: setting up fields and records, entering records, sorting data, and using filters to select data.
9. Students will create a basic presentation using PowerPoint, graphics, slides, objects, slide transitions, object animation, timings, slide shows, slide master, notes and handouts.

# Digication

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

# Assignments and Due Dates

Homework assignments will be announced in class and in Blackboard. Occasionally, in-class assignments will be given during the class period. These assignments will not be listed in Blackboard and cannot be made up if you missed that particular class.

It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder throughout the course of the semester.

You are responsible for staying informed on all assignments, expectations, and class procedures. All homework assignments will be listed in Blackboard. If you miss a class, please refer to Blackboard for your assignment. Please do not e-mail me to ask for the assignment.

# Evaluation Procedures

Your final grade will be determined by exams, in class work, homework, and a final project.

Four Exams (150 each) 600

Homework (50 each section) 200

Final Project 150

In-Class Work 80

# Grading Scale

A = 940 - 1000

A- = 900 - 939

B+ = 870 - 899

B = 840 - 869

B- = 800 - 839

C+ = 770 - 799

C = 740 - 769

C- = 700 - 739

D+ = 670 - 699

D = 640 - 669

D- = 600 - 639

F = 0 - 599

W = Withdrawal

I = Incomplete

P / F = Pass / Fail

AU = Audit

# Exam Dates and Makeup Exams

All four exam dates are provided on your syllabus. It is very important that you attend class on each of those dates. As it is very time consuming to create and proctor make-up exams, I will only provide make-up exams for extenuating circumstances. The make-up exam will be an entirely different exam (and more complex than the scheduled one).

Exams will have two parts. One part is an in-class assignment you will be required to do and turn in before the end of class. The second part will be an online exam consisting of multiple choice, true/false, fill in the blank, and matching questions.

# College Withdrawal Policy

A verbal “drop or withdrawal” from course(s) will be accepted through the 10th 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 Subbase 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 all 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. We will complete some in-class assignments and may have un-announced quizzes throughout the course. Those students who did not attend that particular class session will receive a zero for that assignment/quiz.

# Academic Dishonesty

Conduct which as its intent or effect the false representation of a student’s academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College’s policy will be enforced.

You must submit your own work. If it is determined that you have submitted another student’s work as you own, disciplinary action will be brought against both of you. Academic dishonesty will not be tolerated.

**Working together to better understand the material is acceptable; submitting duplicate work is not acceptable.**

# Cell Phones and Beepers

Cell 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 set the phone on vibrate only setting and take the call outside of the classroom.

# Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

UNITED STATES DEPARTMENT OF EDUCATION AND OFFICE OF CIVIL RIGHTS TITLE IX STATEMENT OF POLICY:

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.

If any student experiences sexual misconduct or harassment on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Vicky Baker, the Interim Title IX Coordinator:

Vicky Baker

Interim Title IX Coordinator and Diversity Officer

574 New London Turnpike, Norwich CT 06360

860.215.9208 | vbaker@trcc.commnet.edu

# Disabilities and Learning Differences

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.

# 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 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

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed using Microsoft Office 2016. If you do not have the needed software at home, there is a computer lab available for student use for both day and evening hours. See the computer lab attendant for specific hours of operation.

# Login Instructions

The College computer logon procedure is as follows.

**Username:** Banner id without the @

**Initial Password:** Mmm&xxxx where Mmm is the first 3 letters of month of birth (with initial capitalization) and the xxxx is the last 4 numbers of the social security number

**Log on to:** Must be STARS

# Disclaimer

I reserve the right to revise information contained in this syllabus.

Changes, if any, will be announced in class and posted in Blackboard.

CSA 105 – INTRODUCTION TO SOFTWARE APPLICATIONS

# TENTATIVE SCHEDULE

# Fall 2018

|  |  |
| --- | --- |
| Aug. 28 | Welcome, Introductions, Syllabus, Class Expectations, Concepts & Windows, Blackboard, MyITLab |
| Sep. 4 | Basic Computing, Windows 10, Computer Components, MyITLab |
| Sep. 11 | Word – Tutorial 1 & 2 |
| Sep. 18 | Word – Tutorial 3 & 4 |
| **Sep. 25**  **Test #1** | Word Review  **Word Exam (Online part Sep. 25-27) Last day for submittal of homework assignments for Word.** |
| Oct. 2 | Excel – Tutorial 1 & 2 |
| Oct. 9 | Excel – Tutorial 3 & 4 |
| Oct. 16 | Excel – Work Outside of Textbook |
| **Oct. 23** **Test #2** | Excel Review  **Excel Exam (Online part Oct. 23-25) Last day for submittal of homework assignments for Excel.** |
| Oct. 30 | Access – Tutorial 1 & 2 |
| Nov. 6 | Access – Tutorial 2 & 3 |
| Nov. 13 | Access – Work Outside of Textbook |
| **Nov. 20**  **Test #3** | Access Review  **Access Exam (Online part Nov. 20-22) Last day for submittal of homework assignments for Access.** |
| Nov. 27 | PowerPoint – Tutorial 1 & 2 |
| Dec. 4 | PowerPoint – Tutorial 2 & 3 |
| **Dec. 11**  **Test #4** | PowerPoint Review  **PowerPoint Exam (Online part Dec. 11-13) Last day for submittal of all homework assignments.** |