CSA105 - Introduction to Software Applications

Course Syllabus

Semester: Fall 2018
Instructor: Soumyashree Sahoo
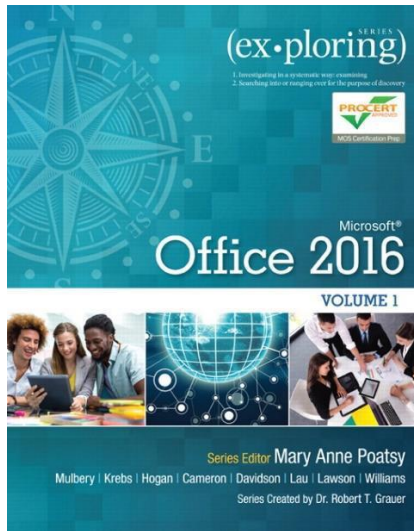Private Contact Methods: Blackboard Messages (preferred) *or*
           Email SSahoo@trcc.commnet.edu

Classes on Tuesdays and Thursdays Room E125 at 09:30 am-10:45 am

Campus Office Hours: Tuesdays 3.15-6.15 pm at Soumyashree S. Office C-106

Required Text/Software:

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

This text is sold through the Three Rivers bookstore bundled with: the access code for the Prentice Hall MyITLab site (**MyITLab is required for this class**). If purchasing this textbook elsewhere be sure to obtain the proper edition (Exploring Microsoft Office 2016 Volume 1 ©2017 | Spiral Bound | ISBN-13: 9780134320793 | Suggested retail price: $193.80 | which may **or may not** include a MyITLab license. **Be careful you MUST have the**

MyITLab license/access code. Purchasing the book and code separately normal ends up costing the student more money.

MyITLab also provides access to an e-text version of the textbook and the bookstore has the MyITLab license for sale separately as well. So if you don't mind not having a hard copy of the book this is a viable option.

Required Software:
You will Office 2016 with Word, Excel, PowerPoint and Access. All students can use Office 2016 at no cost with their Three Rivers email address. Please see the link in Blackboard if needed. Also, Windows 10 and Office 2016 are available in the campus computer labs.

ALL students **must have a** MyITLab access code (see text above regarding being bundled with book) in order to complete the class exercises and homework.

Only some but not all of the class exercises can be done using a MAC.
Please Note: No software installation support is provided by TRCC faculty or staff. It is the student's responsibility to ensure they have the correct software to do their homework.

Student Data Files: These files are needed to complete homework given from the book. You can download them from Blackboard by following the directions in Blackboard under: Student Data Files for Book Work.

Course Description: The course begins with a brief introduction to computing concepts and continues with an introduction to Microsoft Office 2016 and then goes into details on its components (Microsoft Word, Excel, Access and PowerPoint). The student is expected to have some knowledge of saving and copying files.

Course Objectives
o To provide the student with basic knowledge of and ability to use in a business/academic environment, word processing, spreadsheet, relational database, and presentation graphics applications.
o At the course completion students will be able to describe and use application features including but not limited to the following:

Common Features	
Open, save and print a document.	
Select, edit, insert, move, and copy text	
Word	**Excel**
Set margins and specify page orientation.	Define worksheets and workbooks.
Insert page breaks, headers and footers.	Plan for good workbook and worksheet design.
Add page numbers and insert a cover page.	Enter and edit data in cells and display cell formulas.
Create sections, check spelling and grammar.	Use cell ranges, move, copy, and paste cells and cell ranges.
Control word-wrapping.	Manage and format worksheets.
Set off paragraphs and apply paragraph controls.	Create and copy formulas.
Create a table of contents and an index	Use relative, absolute, and mixed cell references.
Work with tables.	Use basic statistical functions, date functions and the IF, VLOOKUP, and PMT functions.
Insert clip art, images, WordArt and symbols.	
Insert comments, track changes.	Create, modify, embed and print charts.
Compare and combine documents.	Work with large worksheet.
Learn References. Citations, Footnotes, Bibliographies.	Explore basic table management, filter, sort and total data.
Create and modify footnotes and endnotes.	
Share and collaborate documents.	
Access	**PowerPoint**
Learn and navigate among objects in an Access database.	Use slide layouts, apply design themes, add a table, insert clip art.
Backup, compact and repair Access files.	Use transitions and animations.
Create filters, sort table data.	Run and navigate within a slideshow.
Work with different views in Access objects.	Create a presentation using a template.
Create tables, understand and establish table relationships.	Create a presentation in outline view.
Share data with Excel.	Add existing content to a presentation.
Create, copy and run a query.	Insert a header or footer.
Perform date arithmetic, work with data aggregates.	Create shapes, SmartArt, WordArt.
Create and edit a report.	Modify and arrange objects. Insert and modify a picture.

Class structure:

☐ The structure of this course is on ground classroom lectures. Students have to follow along the course content during every lecture and will try to complete their corresponding class completed work in the class itself. Students should also review the book material. Homework assignments will be released every week with a due date and cutoff date. In most cases students will have a week to complete the assignments.

☐ I will be using Blackboard Learn which can be accessed through MyCommNet to:

- Post PowerPoints (See Course Content Folder)
- Post Assignments and the Final Project
- Post quizzes
- Post grades
- Provide data files to be used for book homework

☐ You will use Blackboard to:

- Understand the course through the syllabus and other information that is posted
- Communicate with me via the Messages link
- Communicate with other members of the course and me through the Discussion Boards
- Download and print assignment sheets and other instructions
- Download data files for homework
- Upload some of your assignment files that are completed, some will be within MyITLab – explained below.
- Submit completed assignments with a comment.
- Complete quizzes
- Review your grades

☐ You will use MyITLab to complete a portion of your homework tasks, by doing some or all of the following:

- Completing simulation/Hands-on Exercises to help learn the material. Completed 100% within MyITLab.
- Complete Practice Assignment from Book – this work will be done using Office 2016 and completed files will be uploaded to the assignment in Blackboard. (you do not use MyITLab for this step). I recommend doing the practice after the simulation but BEFORE the mid-level and grader as each of these get progressively harder.
- Completing a Mid-Level Grader Exercise – that test your ability to implement what you have learned. You will:
  - Download instructions and starter files from MyITLab
  - Complete the tasks on your computer within your Office 2016 software application .
  - Upload the complete files and submit to see your score within minutes
  - You will usually be given 2 opportunities to submit each Mid-Level Exercise.
  - After your first submission be sure to look at the **results report,** learn from your mistakes and make corrections when you re-do the file before resubmitting the file for your final score.
    - o NOTE: on one or two occasions you will be given a third opportunity to resubmit. Be sure to read homework instructions each week.
      - Completing a Grader Exercise – that test your ability to implement what you have learned in a slightly more difficult exercise. The steps will be the same as the Mid-Level Grader above.

Even if ALL assignments files where submitted in MyITLab and there are no textbook files to submit in Blackboard you MUST STILL RETURN to the Blackboard Assignment area and submit a comment that you have completed the full assignment. I CAN NOT give you a grade in Blackboard unless you have submitted files or at the least a comment in the assignment in Blackboard.

Some videos will be used to explain the material, but students will always need to read the chapter prior to doing the homework.

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

Homework Assignments	35%
Quizzes	25%
Final Project	30%
Discussion	10%

Homework Assignments: I am repeating this information because it is important. Class assignments should be submitted on or before the due date and time. An assignment will lose 10% of the score for that assignment if submitted late. No assignments will be accepted after the cutoff date. Assignments will be graded on professionalism, accuracy, style and completeness. The details for each assignment, including work to be done and the due date and cutoff date, will be posted in the Videos/Assignment section of Blackboard in the appropriate subject subfolder. Once all work is complete you must click submit in Blackboard to allow the instructor to know you have completed all work in MyITLab – failure to do so could result in a zero grade!!

Discussion/Participation: This portion of your grade will take into account your discussion board participation, comments submitted via your assignments and overall communication with the instructor.

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

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. A "W" will be entered on the student transcript. An "N" (implicit withdrawal) may be entered for a student that stops submitting work before 60% of the class is completed but it will still show up as an "F" on your transcript.

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. Example violations include but are not limited to:

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

The Course outline listed below will not be updated throughout the semester. HOWEVER, the Detailed Course Outline is listed as a separate document within Blackboard – Syllabus and General Information – that independent version of dates and topics will be updated as warranted.

Topics	Week	Text Assignments – Homework Assignments will be posted in Blackboard
Blackboard, MyITLab, Common Features	08/28,08/30	Common Features, pp.64-129
Introduction to Word	09/04,09/06	Word Chapter 1, pp. 130-196
Document Presentation	09/11,09/13	Word Chapter 2, pp. 198 – 267
Document Productivity	09/18,09/20	Word Chapter 3, pp. 268 – 331
Collaboration and Research	09/25,09/27	Word Chapter 4, pp. 332 – 400
Introduction to Excel	10/02,10/04	Excel Chapter 1, pp. 402 - 485
Formulas and Functions	10/09,10/11	Excel Chapter 2, pp. 486 – 531
Charts	10/16,10/18	Excel Chapter 3, pp. 532 – 595
Datasets and Tables	10/23,10/25	Excel Chapter 4, pp. 596 – 661
Introduction to Access	10/30,11/01	Access Chapter 1, pp. 662 – 731
Tables and Queries in Relational Databases	11/06,11/08	Access Chapter 2, pp. 732 – 809
Creating and Using Professional Forms and Reports	11/13,11/15	Access Chapter 4, pp. 862 – 923
Introduction to PowerPoint	11/20,11/22	PowerPoint Chapter 1, pp. 924 – 989
Presentation Development/ Final Project Opened	11/27,11/29	PowerPoint Chapter 2, pp. 990 – 1041
Presentation Design	12/04,12/06	PowerPoint Chapter 3, pp. 1042 – 1115
Final Project Due	12/11,12/13	Final Project Cut Off Date 12/16