Pellissippi State Community College
Master Syllabus

COMPUTER APPLICATIONS
INFS 1010

Class Hours: 3.0 Credit Hours: 3.0
Laboratory Hours: 0.0 Revised: August 2016

Catalog Course Description:
A computer literacy course introducing personal computers and computer applications software
used in business. Emphasis is on developing computer operation skills using a basic operating
system and Word, Excel, and Access (Microsoft Office) software applications.

Prerequisite(s):
ADMN 1302 or equivalent

Textbooks and Other Course Materials:
Textbook + SAM Bundle: Vermaat/Freund/Hoisington/Schneider/Last/Pratt/Sebok/Starks
Shelly Cashman Microsoft Office 365 & Office 2016: Introductory, plus LMS Integrated
ISBN: 9781337356145

Standalone SAM access code: If you do not want the printed textbook, you may buy the
standalone access code for SAM. It contains an e-book. ISBN 9781337114004. However,
students do better with a printed textbook in this class. We recommend you buy the bundle
listed above that has the book and the SAM access code.

To order the bundle directly from Cengage, use the following URL:
www.cengagebrain.com/course

Required: One USB drive or a cloud storage account for data storage.

Optional: Office 365 is available free to students. There will be a handout in D2L for how to
download it to your computers. (Office 365 does include Access 2016 if the student is
downloading the version for the PC. Access is not available for the Mac.)

Week/Unit/Topic Basis:

1. Introduction. Windows 10 and File Management
2. Word 2016---Module 1: Creating, Formatting, and Editing a Word Document with Pictures;
3. Word 2016—Module 2: Creating a Research Paper with References and Sources
4. Word 2016—Module 3: Creating a Business Letter with a Letterhead and Table
5. Windows/Word Review and APPLICATION TEST 1: (Windows 10 File Management and
   Word Modules 1-3)
6. Excel 2016--Module 1: Creating a Worksheet and a Chart
7. Excel 2016--Module 2: Formulas, Functions, and Formatting Worksheets
8. Excel 2016--Module 3: Working with Large Worksheets, Charting, and What-If Analysis
10. **APPLICATION TEST 2** (Excel Modules 1-3)
11. Access 2016- Module 1: Databases and Database Objects
12. Access 2016-Module 2: Querying a Database
13. Access 2016-Module 3: Maintaining a Database
15. **APPLICATION TEST 3** (Access Modules 1-3) will be completed during Finals Week.

**Course Goals**:  
The course will:

A. Emphasize mastery of the terminology and concepts relevant to personal computing. (I, II)
B. Increase understanding of WINDOWS utilities such as multitasking; copying, moving, deleting, renaming, finding and opening folders and files. (I, III)
C. Expand the student’s understanding of Microsoft Word operations to create, edit, enhance, and print documents. (I, II, III, V)
D. Build the skills to enter, calculate, and manipulate data in an Excel worksheet and charts. (I, II, III, V)
E. Develop the student’s ability to create and import/export simple database tables and to analyze data to construct queries, forms, and reports in Microsoft Access. (I, II, III, V)

*Roman numerals after course goals reference goals of the Administrative Professional Technology program.

**Expected Student Learning Outcomes**:  
The student will be able to:

1. Identify basic PC fundamentals including hardware, software, and storage components. (A)
2. Demonstrate file management procedures. (B)
3. Demonstrate an understanding of the Windows user interface. (B)
4. Use Microsoft Word 2016 to create and edit a flyer, an MLA research paper, and a business letter. (C) Specific concepts will include  
   a. changing the format of documents, making changes and corrections quickly and efficiently, working with images  
   b. creating and using footnotes, citations, Works Cited page, headers, styles to prepare an MLA documentation style research paper  
   c. using tabs, tables, building blocks, graphics, etc. to format business letters complete with letterheads and envelopes
5. Use Excel 2016 to create worksheets with charts. (D) Specific concepts will include  
   a. entering data and formulas, formatting a worksheet to change its appearance  
   b. creating column, bar, Sparkline, and pie charts  
   c. identifying arithmetic operators and understanding order of operations
d. using functions, conditional formatting, absolute and relative cell referencing, IF statements, and goal-seeking, etc.

6. Create an Access 2016 database including tables, queries, forms and reports. (E) Specific concepts will include
   a. designing the structure of the database and adding the records to tables by entering records through the datasheet or forms and/or by importing data from other programs
   b. creating an assortment of queries to retrieve information from the tables
   c. preparing reports to display records professionally and maintaining the database by using action queries
   d. searching for and filtering records, specifying validation rules and referential integrity, using subdatasheets, and sorting records.

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

Evaluation:

A. Testing Procedures: 75% of grade

   Students are evaluated primarily on the basis of tests. Evaluations will consist of three application tests (one over each component). Application tests will consist of exercises to complete on the computer. No books, notes, or aids are allowed on exams. In the online sections of this course, tests must be taken in the testing center. If the student misses taking the exam on the day(s) it is given, the student will receive a zero for the missed exam or missed part of the exam. No make-up exams will be given. Student will take a comprehensive final exam at the end of the semester to replace the zero received for missing a test (or part of a test). The comprehensive exam will replace one zero only. Exams are timed and a 10 percent penalty will be assessed for every 15 minutes the student exceeds the time limit. Application tests count for 75 percent of the student’s grade in each component.

B. Homework and Lab Assignments: 25% of grade

   This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Most assignments will be completed out of class. Open labs are available at all campuses. Check posted hours. Selected in-class work may also be graded.
   Homework, quizzes (scheduled or unscheduled) and in-class assignments count for 25 percent of the student’s grade in each component.

C. Grading Scale:

   The final grade will be determined by adding each component's average based on the weighted percentage for each component as noted above.

   92 – 100  A
   89 – 91   B+
   82 – 88   B
   79 – 81   C+
   72 – 78   C
Policies:

A. Attendance Policy:
Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:
Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

• Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
• Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
• Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
• Taking an exam for another student.
• Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
• Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:
Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via email or by visiting Alexander 130.