

PELLISSIPPI STATE COMMUNITY COLLEGE  
MASTER SYLLABUS

**INTRODUCTION TO SOFTWARE APPLICATIONS  
OST 1211**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Revised: Spring 2010**

**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, Access, and PowerPoint (Microsoft Office) software applications.

**Entry Level Standards:**

Keyboarding skill of 28 wpm (minimum).

**Prerequisites:**

OST 1100 Keyboarding or equivalent.

**Textbook(s) and Other Course Materials:**

1. **REQUIRED:** *Microsoft Word 2007/Microsoft Excel 2007/Microsoft PowerPoint 2007/Microsoft Access 2007*(Four individual books which will be sold bundled together), Course Technology, Shelly Cashman Series, 2007.
2. **OPTIONAL:** *Microsoft Office 2007 CourseNotes and Microsoft Office 2007 180-Day Subscription.* Course Technology.
3. One USB drive for data storage

**I. Week/Unit/Topic Basis:**

<b># of Weeks</b>	<b>Topic</b>	<b>Assessment</b>
1-5	<b>Windows XP concepts:</b> Understanding PC Fundamentals, Using Windows, and Using Basic E-Mail commands. <b>Word 2007--Chapter 1</b> Word 2007 basic concepts: Starting Word; Creating and Editing a Word Document; Spell Checking a Document, Centering a Paragraph, Changing Fonts, Enhancing Text, Inserting Clip Art <b>Word 2007—Chapter 2:</b> Creating a Research Paper using MLA documentation style, Creating a Text Hyperlink, Sorting Paragraphs, Finding and Replacing Text. <b>Word 2007--Chapter 3:</b> Using Word's Resume Wizard to Create a Resume, Creating a Business	<b>(Lab Quiz on Business Letter formatting; other Lab Quiz optional)</b>  <b>APPLICATION TEST 1 (Windows XP, Word basic concepts, and Word Chapters 1-3)</b>

	Letter with Table, Collecting and Pasting Text, Switching Among Word Documents, Using Tabs.	
6-9	<b>Excel 2007--Chapter 1:</b> Starting Excel; Creating and Editing a Worksheet, and Creating a Column Chart <b>Excel 2007--Chapter 2:</b> Entering Formulas and Functions, Formatting Worksheets, and Creating Pie Charts.	<b>APPLICATION TEST 2 (Excel Projects 1-3)</b>
9-12	<b>Access 2007- Chapter 1:</b> Starting Access, Creating a Table, Using Queries, Using a Form to View Data, Creating a Report, and Designing a Database <b>Access 2007-Chapter 2:</b> Creating and Running Queries, Sorting Data in a Query	<b>APPLICATION TEST 3 (Access Projects 1-2)</b>
13-14	<b>PowerPoint 2007--Chapter 1:</b> Starting PowerPoint, Using a Design Template and Auto Layouts to Create a Presentation <b>PowerPoint 2007--Chapter 2:</b> Using Outline View and Clip Art to Create a Slide Show <b>PowerPoint 2007—See handout for additional selected topics)</b>	<b>APPLICATION TEST 4 (PowerPoint Chapters 1-2)</b>
15	<b>Final Exam</b>	<b>Student PowerPoint Presentations</b>

## II. Course Objectives\*:

- A. Learn the terminology and concepts relevant to personal computing. (I, III)
- B. Use basic WINDOWS utilities such as multitasking; formatting and copying disks; copying and deleting files; and opening folders. (I, III)
- C. Use Microsoft Word operations to create, edit, enhance, and print documents. (I, III, VI, X, XI)
- D. Use Microsoft Excel to enter, calculate, and manipulate data in a worksheet. ( I, III, VI, XI)
- E. Use Microsoft Access to produce simple tables and queries. (I, III, VI, X, XI)
- F. Use Microsoft PowerPoint to produce informal graphical presentations. (I, III, VI, X, XI)

\*Roman numerals after course objectives reference goals of the OST program.

## III. Instructional Processes\*:

Students will:

1. Refine reading skills and expand vocabularies through completion of reading assignments. (*Communication Outcome, Active Learning Strategies.*)
2. Use technology to promote the objectives of the course; specifically, Microsoft Windows XP, Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.

*(Technological Literacy Outcome)*

3. Develop spreadsheets, database tables, and word processing documents based on real workplace situations. *(Mathematics Outcome, Transitional Strategies, Active Learning Strategies, Technological Literacy Outcome)*
4. Develop a professional-looking PowerPoint presentation and use oral communication skills to present the presentation. *(Communication Outcome, Transitional Strategies; Active Learning Strategies, Technological Literacy Outcome)*
5. Internalize the work ethic by regularly attending class, being punctual, being dependable, and acting in a professional manner while in class. *(Transitional Strategies; Active Learning Strategies)*

\*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting course work to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

#### **IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

1. Identify basic components of a microcomputer system. (A)
2. Identify applications and operating systems levels of software. (A)
3. Identify types of memory. (A)
4. Identify types of storage. (A)
5. Demonstrate ability to handle disks correctly. (A)
6. Identify hardware used for input, output, storage, and processing. (A)
7. Backup disks. (B)
8. Describe Microsoft Windows XP and user interface. (B)
9. Identify the objects on the Microsoft Windows XP desktop. (B)
10. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag. (B)
11. Open, maximize, minimize, restore, and close a Windows XP window. (B)
12. Resize and move a Windows XP window. (B)
13. Scroll in a window. (B)
14. Understand keyboard shortcut notation. (B)
15. Start Microsoft Word. (C)
16. Identify the components of the Word screen. (C)

17. Change the default font size of text and enter text into a document. (C)
18. Spell-check a document in Word. (C)
19. Save and print a document in Word. (C)
20. Select text, sentences, and paragraphs in Word and change the font; bold, underline or italicize the selected text. (C)
21. Drag and drop selected text. (C)
22. Center a paragraph in Word. (C)
23. Insert and resize a picture in Word. (C)
24. Correct errors in a Word document. (C)
25. Use Microsoft Word Help. (C)
26. Quit Microsoft Word. (C)
27. Identify the Word screen in different view. (C)
28. Replace selected text with new text in Word. (C)
29. Insert a line break in Word. (C)
30. Use AutoFormat as you type in Word. (C)
31. Use print preview to view and print a document. (C)
32. Format a business letter. (C)
33. Zoom a document. (C)
34. Create and insert an AutoText entry in Word. (C)
35. Format characters using shortcut keys in Word. (C)
36. Indent the left margin of a paragraph and indent paragraphs in Word. (C)
37. Run spell check and grammar check in a Word document at the same time. (C)
38. Switch from one open Word document to another and close all open documents. (C)
39. Describe the MLA documentation style for research papers. (C)
40. Change the margin settings in a Word document. (C)
41. Adjust line spacing in a Word document. (C)
42. Use a header to number pages of a Word document. (C)
43. Use Word's AutoCorrect feature. (C)
44. Insert a manual page break in Word. (C)

45. Create a hanging indent in Word. (C)
46. Create a text Hyperlink in Word and display the Web site associated with a Hyperlink. (C)
47. Sort selected paragraphs in Word. (C)
48. Scroll by a page in Word. (C)
49. Find and replace text in Word. (C)
50. Use Word's thesaurus feature. (C)
51. Know the parts of the Excel worksheet and be able to efficiently access different features in the toolbar and menus. (D)
52. Enter text and numbers and then select and copy these cells. (D)
53. Use Auto Sum to sum a range of cells. (D)
54. Change the appearance of a cell by using bold, italics, different fonts and font sizes, colors, borders, shading. (D)
55. Center cell contents over a series of columns. (D)
56. Use AutoFormat. (D)
57. Create charts using the Chart Wizard. (D)
58. Save and print a worksheet. (D)
59. Open an existing worksheet, edit the worksheet, and save with a different name. (D)
60. Use online Help tools including the Office Assistant. (D)
61. Enter formulas using the keyboard and point mode. (D)
62. Identify arithmetic operators and correct order of mathematical operation. (D)
63. Apply the AVERAGE, MAX, AND MIN functions. (D)
64. Format numbers for different types of use including Currency, Percentage, etc. (D)
65. Insert and delete columns and rows; change column width and row heights. (D)
66. Print partial worksheets, print formulas as text, change print orientation. (D)
67. Start an Access table; be able to describe the Access window. (E)
68. Define the fields in a table. (E)
69. Add records to a table. (E)
70. Use the Query Wizard to create a query. (E)
71. Use the new object button to create a form. (E)

72. Open and use a form. (E)
73. Create and print a report. (E)
74. Use criteria for a field not included in the results. (E)
75. Use a number, a comparison operator, and compound criteria AND and OR in a query. (E)
76. Sort data in a query. (E)
77. Start a PowerPoint document; be able to describe the PowerPoint window. (F)
78. Select a design template and create a title slide. (F)
79. Enhance slides with font changes, italics and bold, bullets, alignment, line spacing. (F)
80. Save presentation; open and edit slides; view presentation in slide show view. (F)
81. Use Outline view to create a presentation. (F)
82. Change slide layout and move and copy text within slides. (F)
83. Insert clip art; add slide transition effects. (F)
84. Be familiar with animated text and clip art. (F)
85. Print presentations. (F)

\*Letters after performance expectations reference the course objectives listed above.

## **V. Evaluation:**

### A. Testing Procedures:

Students are evaluated primarily on the basis of tests. Evaluations will consist of application tests over each component area. Application tests will consist of exercises to complete on the computer. Quizzes are optional and may include any of the following types of questions: multiple-choice, true-false, and/or short answer.

### B. Laboratory Expectations:

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. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours. This course is designed as an introductory course to personal computers, word processing, spreadsheets, databases, and presentation software.

### C. Field Work:

N/A

### D. Other Evaluation Methods:

Quizzes (announced or unannounced) may be given. Selected daily work and/or homework may also be graded.

#### E. Grading Scale:

**Grades for each component of the course will be weighted as follows:**

Thirty five percent of total grade—Windows and Word

Twenty-five percent of total grade--Excel

Twenty-five percent of total grade--Access

Fifteen percent of total grade--PowerPoint

**Grading Standards:**

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

- A 93-100
- B+ 90- 92
- B 85- 89
- C+ 80- 84
- C 75- 79
- D 70- 74
- F 69 or less

#### VI. 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. [NOTE: No differentiation is noted for excused/unexcused absences. These will be treated as an absence.] *Pellissippi State Online Catalog*)

##### B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

##### C. Accommodations for disabilities:

Students who 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 Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751(Voice/TTY) or 539-7153. More information is available at [www.pstcc.edu/departments/swd/](http://www.pstcc.edu/departments/swd/).

D. Other Policies:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Mississippi State. All students are responsible for the usage of Mississippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)