

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**COMPUTER APPLICATIONS
INFS 1010**

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Date Revised: Spring 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.

Entry Level Standards:

Keyboarding skill of 28 wpm (minimum).

Prerequisites:

ADMN 1100 or equivalent.

Textbook(s) and Other Course Materials:

1. **REQUIRED TEXT:** **Bundle:** Custom Pellissippi State Microsoft® Office 2013: Introductory + SAM 2013 Assessment, Training and Projects with MindTap Reader for Microsoft® Office 2013: Introductory Printed Access Card. Authors: Vermaat, Misty E. **ISBN-13: 978-1-305-30460-4.**
 - If you do not want the printed textbook, you may buy the standalone access code for SAM. It contains an e-book. The ISBN is 9781285734248; however, the cost saving is very small, and students do better with a printed textbook in this class. We recommend you buy the bundle listed above that has the book and the access code.
 - To order the bundle directly from Cengage (cost is \$128.52), use the following URL:
<http://www.cengagebrain.com/course/site.html?id=1-1TWR7R3>
2. **REQUIRED:** One USB drive or a cloud storage account for data storage.
3. **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 2013, which students will need for this course.)

I. Week/Unit/Topic Basis:

(Tentative schedule. You will have 15 weeks to complete this course. It is imperative that you keep up with readings and assignments in order to be successful in this course.)

WEEK	TOPIC BASIS	ASSESSMENT
Week 1	Introduction. Understanding PC Fundamentals, Using Windows and Office 2013; File Management	

Word 2013---Chapter 1: Creating, Formatting, and Editing a Word Document with Pictures; Spell Check a Document, Format Paragraphs and Text, Insert and Format Pictures, Add Borders and Change Theme Colors, Changing Fonts, Enhance Text, Change Document Properties.

4 weeks
(Weeks 2, 3, 4,
and 5)

Word 2013---Chapter 2: Creating a Research Paper with Citations and References using MLA Style; Change Line and Paragraph Spacing, Modify a Style, Use a Header to Number Pages, Insert and Edit Citations and their Sources, Add a Footnote, Create a Bibliographical List of Sources, Cut, Copy, and Paste Text, Find and Replace Text, Use the Research Task Pane.

**APPLICATION TEST 1
(Windows 7 File
Management and Word
Chapters 1-3)**

Word 2013--Chapter 3: Creating a Business Letter with a Letterhead and Table; Insert and Format a Shape, Clip Art, and Symbols, Convert a Hyperlink, Apply a Quick Style, Set and Use Tab Stops, Create, Insert and Modify a Building Block, Create a Business Letter with Table and Envelope, Use Tabs and Tables

Excel 2013--Chapter 1: Starting Excel; Creating a Worksheet and an Embedded Chart; Use the Sum Button, Copy cells using the Fill Handle, Apply Cell Styles, Format a Worksheet, Create Charts, Change a Worksheet Name and Tab Colors, Use AutoCalculate, Change Document Properties.

4 ½ weeks
(Weeks 6, 7, 8,
9, and 10)

Excel 2013--Chapter 2: Formulas, Functions, and Formatting Worksheets; Enter and Verify Formulas, Apply Functions and Themes, Add Conditional Formatting, Change Column Width and Row Height, Set Margins, Layout, Headers and Footers

**APPLICATION TEST 2
(Excel Chapters 1-3)**

Excel 2013--Chapter 3: What-If Analysis, Charting and Working with Large Worksheets; Rotate Text and Create a Series of Month Names in Cells, Copy, Paste, Insert, and Delete Cells, Format Numbers Using Format Symbols, Use Absolute and Mixed Cell References In A Formula, Use the IF function to Perform a Logical Test, Create Sparkline Charts, Create a 3-D Pie Chart on a Separate Chart Sheet, Rearrange, Worksheet Tab, Change the Worksheet View, What-If Analysis, and Goal Seeking.

Access 2013- Chapter 1: Databases and Database Objects: An Introduction; Design a Database to Satisfy User Requirements, Create a Database, Create Tables in Datasheet and Design Views, Add Records to a Table, Create and Use a Query, Form and Report, Modify a Report in Layout View

4 ½ weeks
(Weeks 10, 11,
12, 13, and 14)

Access 2013--Chapter 2: Querying a Database; Create Queries Using Design View, Use Text, Numeric and Compound Data as Criteria in Queries, Create and Use Parameter Queries, Sort Data in Queries, Join Tables in Queries, Export Database Data to Another Application, Perform Calculations and Calculate Statistics in Queries, Create Crosstab Queries, Customize the Navigation Pane

**APPLICATION TEST 3
(Access Chapters 1-3)**

Access 2013--Chapter 3: Maintaining a Database; Add, Change, and Delete Records, Search for and Filter Records, Update a Table Design, Use Actions Queries to Update and Delete Records, Specify Validation Rules, Create and Use Single-Valued and Multivalued Lookup Fields, Specify Referential Integrity, Use a Subdatasheet, Sort Records, Add New Fields to an Existing Report

Week 15 **APPLICATION TEST 3 will be completed during Finals Week**

II. 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 objectives reference goals of the Administrative Professional Technology program.

III. Expected Student Learning Outcomes*:

Students 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 2013 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 2013 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 2013 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.

IV. 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. No books, notes, or aids are allowed on exams. **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/exams count for 75 percent of the student's grade in each component.

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. 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 and in-class assignments count for 25 percent of the student's grade in each component.**

No late homework is allowed. There will be three make-up exercises available during the semester: one each at the end of each component--Word, Excel, and Access. The make-up exercise will replace a zero or a low score earned on any SAM assignment in each component. The make-up exercise must be completed by the due date.

C. Field Work:

Not applicable

D. Other Evaluation Methods:

Quizzes (pop or scheduled) may be given. Quizzes are optional and may include any of the following types of questions: multiple-choice, true-false, and/or short answer. Quizzes (if given) count as part of the 25 percent of that component as mentioned above.

E. Grading Scale:

25% Homework and in-class activities
75% Exams

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.

92 – 100	A
89 – 91	B+
82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
0 – 64	F

V. 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 may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines:

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

Facebook, Computer Games, Cell Phones: Once class begins, please logout of Facebook and any computer games or Internet sites you may be visiting. During class lecture, I will have access to your computers so you will not be able to access these sites. Classroom disruptions during lecture or any other form of behavior that may prove distracting to others will not be tolerated. Cell phones must be in the off or vibrate mode and should not be visible during class time. Students are expected to work on assignments pertaining to this class during the time this class meets in this computer lab.