

Pellissippi State Community College
Master Syllabus

COMPUTER APPLICATIONS
INFS 1010

Class Hours: 3.0
Lab Hours: 0.0
Credit Hours: 3.0
Revised: May 2012

Instructor:
Office:
Phone:
Email:

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).

Pre-requisite: ADMN 1100 Keyboarding or equivalent.

Textbooks and Other Supplies:

1. **REQUIRED TEXT:** *Introduction to Windows 7 and Microsoft Office 2010*, Cengage Learning, Shelly and Vermatt, 2011. ISBN 1-133-04708-4.
2. **REQUIRED:** One USB drive for data storage.
3. **OPTIONAL:** *Microsoft Office University 2010*. **NOTE: This purchase includes the Access database software.** (Some editions of Microsoft Office do not include Access 2010. Be sure you have Microsoft Access on your computer or plan to spend time in the open computer lab.) Purchase from the Microsoft Office Website at www.ultimatesteal.com You would only need to purchase this if you want to work at home and do not have *Office University 2010*.

I. WEEK/UNIT/TOPIC BASIS: (Tentative schedule. You will have 8 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(S)	TOPIC BASIS	MAJOR ASSESSMENTS
3 (Weeks 1, 2, and 3)	<p>Windows 7 Concepts: Understanding PC Fundamentals, Using Windows 7 and Office 2010; File Management</p> <p>Word 2010--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.</p> <p>Word 2010—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.</p> <p>Word 2010--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</p>	<p>APPLICATION TEST 1 (Windows 7 File Management, Word Chapters 1-3)</p>

#WEEK(S)	TOPIC BASIS	MAJOR ASSESSMENTS
2 ½ (Weeks 4, 5, and 6)	<p>Excel 2010--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.</p> <p>Excel 2010--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</p> <p>Excel 2010--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.</p>	APPLICATION TEST 2 (Excel Chapters 1-3)
2 ½ (Weeks 6, 7 and 8)	<p>Access 2010- 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</p> <p>Access 2010-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</p> <p>Access 2010-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</p>	APPLICATION TEST 3 (Access Chapters 1-3)
Week 8	APPLICATION TEST 3 will be completed during the last 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 goals reference goals of the Administrative Professional Technology program (Career Program Goals) listed at*

http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/

III. EXPECTED STUDENT LEARNING OUTCOMES*:

The student will 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 media correctly. (A)
6. Identify hardware used for input, output, storage, and processing. (A)
7. Backup files and folders. (B)
8. Describe Microsoft Windows 7 and user interface. (B)
9. Identify the objects on the Microsoft Windows 7 desktop. (B)
10. Perform the basic mouse operations: point, click, right-click, double-click, and drag. (B)
11. Open, maximize, minimize, restore, and close a Windows 7 window. (B)
12. Resize and move a Windows 7 window. (B)
13. Scroll in a window. (B)
14. Apply keyboard shortcut notations. (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 Backstage View to view, save, and print a document. (C)
32. Format a business letter with letterhead and an envelope. (C)
33. Zoom a document. (C)
34. Format characters using shortcut keys in Word. (C)
35. Indent the left margin of a paragraph and indent paragraphs in Word. (C)
36. Run spell check and grammar check in a Word document at the same time. (C)
37. Switch from one open Word document to another and close all open documents. (C)
38. Create the MLA documentation style for research papers. (C)
39. Change the margin settings in a Word document. (C)
40. Adjust line spacing in a Word document. (C)
41. Use a header to number pages of a Word document. (C)
42. Use Word's AutoCorrect feature. (C)
43. Insert and edit citations and their sources. (C)
44. Insert a manual page break in Word. (C)
45. Generate a bibliographical list of sources. (C)
46. Create a hanging indent in Word. (C)
47. Scroll by a page in Word. (C)
48. Cut, copy, and paste text. (C)
49. Find and replace text in Word. (C)
50. Use Word's Research task pane to look up information. (C)
51. Create a Quick style and modify a style. (C)

52. Insert and format a shape, clip art, and symbol. (C)
53. Change text wrapping on objects. (C)
54. Add paragraph and page borders to a document. (C)
55. Apply a theme to a document or workbook. (C) (D)
56. Insert and use tabs and tables. (C)
57. Create, insert, and modify a building block. (C)
58. Change document properties. (C)
59. Know the parts of the Excel worksheet and be able to efficiently access different features in the toolbar and menus. (D)
60. Enter text and numbers and then select and copy these cells. (D)
61. Use the Sum button to sum a range of cells. (D)
62. Use the AutoCalculate area to display statistics. (D)
63. Change the appearance of a cell by using bold, italics, different fonts and font sizes, colors, borders, shading, and cell styles. (D)
64. Center cell contents over a series of columns. (D)
65. Format data, cells and worksheets. (D)
66. Create column, bar, Sparkline, and pie charts. (D)
67. Save and print a worksheet. (D)
68. Open an existing worksheet, edit the worksheet, and save with a different name. (D)
69. Use Excel online Help. (D)
70. Enter formulas using the keyboard and point mode. (D)
71. Identify arithmetic operators and correct order of mathematical operation. (D)
72. Apply the AVERAGE, MAX, and MIN functions. (D)
73. Create and copy formulas using relative vs. absolute cell referencing. (D)
74. Add conditional formatting to cells. (D)
75. Use the IF function to perform a logical test. (D)
76. Answer What-If questions and use goal seeking to answer What-If questions. (D)
77. Format numbers for different types of use including Currency, Percentage, etc. (D)
78. Insert and delete columns and rows; change column width and row heights. (D)
79. Print formulas as text, change print orientation. (D)
80. Create an Access database and table in Datasheet or Design view; be able to describe the Access window. (E)
81. Define the fields in a table. (E)
82. Add records to a table. (E)
83. Create a table in Datasheet view or in Design view. (E)
84. Use the Query Wizard to create a query. (E)
85. Use the Create tab to create a new object. (E)
86. Open and use a form. (E)
87. Create and print a report using the Report wizard. (E)
88. Use criteria for a field not included in the results. (E)
89. Use a number, a comparison operator, and compound criteria AND and OR in a query. (E)
90. Create calculated fields in queries. (E)
91. Sort data in a query. (E)
92. Join tables in queries. (E)
93. Create and use parameter queries. (E)
94. Create crosstab queries. (E)
95. Group data and calculate statistics in a query. (E)
96. Import from or link to an Excel spreadsheet in to an Access database as a table. (E)
97. Import from or link to an Access database. (E)
98. Import from or link to a text file. (E)
99. Customize the navigation pane. (E)
100. Maintain a database by using action queries, searching for and filtering records, specifying validation rules and referential integrity, using subdatasheets, and sorting records. (E)

**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. **If the student misses taking the exam on the day (or days) 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 may replace one zero only. **Application tests count for 80 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 inclass work may also be graded.

Homework, quizzes and inclass assignments count for 20 percent of the student's grade in each component.

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 20 percent of that component as mentioned above.

E. **Grading Scale: Grades for each component of the course will be weighted as follows:**

Forty percent of total grade—Windows 7, Word

Thirty percent of total grade—Excel

Thirty percent of total grade—Access

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 Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. (*Pellissippi State Online Catalog*)

Maintaining continuous attendance in your classes is very important. If you are considering dropping or withdrawing from a course, please check with the Financial Aid Office before doing so. Dropping or withdrawing from a class can adversely affect your financial aid and/or lottery eligibility.

B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that 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. 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.

D. 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. (*Pellissippi State Online Catalog*)

E. Accommodation 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 Goins134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.