

**COFFEYVILLE COMMUNITY COLLEGE**

**COMP-162  
COURSE SYLLABUS  
FOR  
INTRODUCTION TO SOFTWARE APPLICATIONS  
FALL 2004**

**KENDALL PAYNE  
INSTRUCTOR**

**MATH SCIENCE DIVISION**

**COURSE #:** COMP-162

**COURSE TITLE:** Introduction to Software Applications

**CLASS TIME:** 10:20 – 11:20 AM MWF

**CREDIT HOURS:** 3 Credit Hours

**INSTRUCTOR:** Kendall Payne

**OFFICE LOCATION:** Room 119, Weinberg Hall

**OFFICE HOURS:** Posted on Office Door

**TELEPHONE:** 251-7700 Ext. 2126

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**PREREQUISITES:** None

**REQUIRED TEXT** Microsoft Office 2003 Marquee Series, Nita Rutkosky and Denise Seguin, EMC Paradigm Publishing Inc., 2004.

**COURSE DESCRIPTION:** This course provides an introduction to the computer and software applications used in business and industry.

**EXPECTED LEARNER  
OUTCOMES:**

1. Use the Windows XP Operation system.
2. Manage files and customize windows.
3. Create and edit a document.
4. Format characters and paragraphs.
5. Format a document and enhance a document.
6. Format with special features.
7. Analyze data using Excel.
8. Edit and format worksheets.
9. Use functions, set print options, and add visual elements.
10. Work with multiple worksheets and workbooks, and manage files.
11. Integrate word processing and spreadsheets
12. Prepare a presentation.
13. Edit slides and slide elements.
14. Format and enhance a presentation.
15. Manage data in Access tables.
16. Create tables and relationships.
17. Create queries, forms, and reports.
18. Integrate word processing, spreadsheets and presentations

## LEARNING TASKS AND ACTIVITIES

8/16	Introduction, Pre-test
8/18	Components of the microcomputer
8/20	Operating systems
8/23	WINDOWS: Basic operations
8/25	WINDOWS: Explorer and In-class exercise
8/30	WORD: Word processing fundamentals
9/1	WORD: Changing font and font size, spell-checker
9/3	<b>EXAMINATION #1</b>
9/8	WORD: Inserting text in the middle of a document
9/13	WORD: Boldface, underlining, italics and justification
9/15	WORD: Indenting text and block moves
9/17	WORD: Reveal codes, soft and hard page breaks
9/20	WORD: Justification, bullets and numbering
9/22	WORD: Headers and footers, page numbering
9/27	WORD: Tables, borders and shading
9/29	EXCEL: Spreadsheet basics
10/1	EXCEL: Formulas and cell ranges
10/4	<b>EXAMINATION #2</b>
10/6	EXCEL: Functions
10/11	EXCEL: Formatting
10/13	EXCEL: Justification
10/15	EXCEL: Decimals and percents
10/18	EXCEL: Relative versus Absolute Cell Addressing
10/20	EXCEL: Mixed cell addressing
10/25	EXCEL: Graphing, Payment Function
10/27	<b>EXAMINATION #3</b>
10/29	ACCESS: Creating a database, entering records
11/1	ACCESS: Retrieving a database, appending to a file
11/3	ACCESS: Inserting, deleting and editing records
11/8	ACCESS: Queries and relationships
11/10	ACCESS: Forms
11/12	ACCESS: Reports
11/15	<b>EXAMINATION #4</b>
11/17	POWERPOINT: Creating a presentation
11/22	POWERPOINT: AutoShapes, Lines and Figures
11/29	POWERPOINT: Notes and Clipart
12/1	POWERPOINT: Pictures and Images
12/3	POWERPOINT: Animation
12/6	<b>EXAMINATION #5</b>
12/8	<b>FINAL EXAM</b>

## **ASSESSMENT OF OUTCOMES**

The student will be assessed in four areas:

### **A. Cognitive:**

Knowledge and understanding of the materials. Knowledge of all areas of material will be assessed through exams which are mainly objective in nature (Multiple Choice and Matching questions), with additional short answer/essay questions. (30% of grade)

### **B. Metacognition:**

Each student will be required to show how they can incorporate the cognitive aspects of this material attained from the text and lectures by answering study guide questions. These questions will represent the different levels of learning. These will be presented in written and verbal form. (20% of grade)

### **C. Affective**

Attendance, attitude, assignments and participation in classroom discussion and exercises. (20% of grade)

### **D. Performance and skills**

The performance and skills learned in this course will be demonstrated and evaluated in the computer lab (30% of grade)

## GRADING POLICY

Semester grades will be based upon the following:

1. Unit tests
2. Lab exercises
3. Pop quizzes
4. Homework
5. Final exam

### UNIT TESTS

There will be five unit tests. Each test will be worth 200 points. As a student you are required to be present for all exams. If you cannot be present for an exam, you must notify me **IN ADVANCE**. **ABSOLUTELY NO MAKEUP TESTS WILL BE GIVEN AFTER THE DATE OF THE TEST.** If you are not present for an exam, and I have not heard from you by the day of the exam, you will not be allowed to make up the exam and will be given a **zero (0)** for that exam. The dates of the exams are listed on the next page.

### LAB EXERCISES

Students may need to work extra in the lab in order to complete assignments. In order to learn how to use the computer and software, a student must spend time in the lab.

### POP QUIZZES

Occasionally, I will give pop quizzes at the beginning of class. Each quiz will be worth 10 to 20 points. These quizzes will be unannounced. If you miss class that day with an unexcused absence, you will not be allowed to make up the quiz.

### HOMEWORK

You will be given homework to do nearly every class period. The homework will consist of both reading and written assignments. On some days, I will pick up the homework. On the other days, we will go over the homework in class. Homework exercises will be 20 to 40 points apiece. Each assignment will have a due date. Each assignment must be turned in at the beginning of class on the day that it is due. Any assignment not turned in at the beginning of class **WILL NOT BE ACCEPTED.**

**LAB HOURS** Will be announced in class

**REMINDER: DO NO PRINT WHILE AN INSTRUCTOR IS LECTURING**

**FLOPPY DISKS** Each student will be given a 3 ½ inch floppy disk to be used for computer projects in this class. The disk must stay in Room 104 – Weinberg Hall (Computer Lab). If you wish to do your lab work outside of class, you will need to furnish your own 3 ½ inch floppy disk.

**FINAL EXAM** The final exam will be comprehensive and will be worth 200 points. Your final exam is on Wednesday, December 8, 2004 at 12:00 Noon. All students must take the final exam on this date at this time. The final will not be given at any other time. **NO EXCEPTIONS!!**

**GRADING SCALE**

A .....	90 – 100%
B .....	80 – 89%
C .....	70 – 79%
D .....	60 – 69%
F .....	0 – 59%

5 exams (@200 points).....	1000 points
Homework/pop quizzes .....	1300 points
<u>Final exam .....</u>	<u>200 points</u>
<b>TOTAL POINTS .....</b>	<b>2500 points</b>

**EXAM DATES:**

Examination 1 .....	September 3, 2004
Examination 2 .....	October 4, 2004
Examination 3 .....	October 27, 2004
Examination 4 .....	November 15, 2004
Examination 5 .....	December 6, 2004
Final .....	December 8, 2004

**INCOMPLETES:** Incomplete grades for the semester will be given in case of emergencies and only by mutual consent of the student and the instructor.

## **ATTENDANCE:**

Each student is required to attend every class session. Only in the event of illness or an emergency will you be excused from class. All other absences will be classified as unexcused absences. In event of illness or emergency, you must notify me personally. My phone number is 251-7700, Ext. 2126. If you are not in class and I have not heard from you by the end of that day, you will be given an unexcused absence.

A summary of excused and unexcused absences is listed below:

### **EXCUSED ABSENCES:**

Illness

Emergency(Personal or family related)

Participation in a school related activity

For those students that have to miss class due to school related activities (sports, music, etc), these absences will not count toward the three excused absences provided that their exams and/or homework are made up **prior** to missing class.

**NOTE: Each student is allowed only three excused absences. After the third excused absence, all absences become unexcused absences.**

For excused absences, it is your responsibility to get in touch with me to make up any tests and/or homework. Any tests and/or homework that need to be made up must be done by the next class period. After the second excused absence, no tests and/or homework can be made up.

Those students that must miss class because of a school related activity must make up any exams and homework they will miss before the day they are going to miss class.

### **UNEXCUSED ABSENCES:**

All other absences

For unexcused absences, you will not be allowed to make up the work that you missed. **THIS INCLUDES EXAMS.**

## **COMPETENCIES for INTRODUCTION TO SOFTWARE APPLICATIONS**

### **USE THE WINDOWS XP OPERATION SYSTEM**

1. Start and shut down Window XP.
2. Identify Desktop Components.
3. Use the mouse.
4. Open and close windows.
5. Move windows,
6. Resize windows.
7. Minimize, maximize and restore windows.
8. Switch between open windows.
9. Select options from menus and toolbars.
10. Select options in dialog boxes.

### **MANAGE FILES AND CUSTOMIZE WINDOWS**

11. Change the view options in Windows Explorer/ My Computer.
12. Create, rename, and delete a folder.
13. Collapse and expand folder lists.
14. Copy, move, paste, and delete a file.
15. Selecting and copying files.
16. Creating and deleting a shortcut.
17. Find files.
18. Customize the appearance of the desktop and the start menu.
19. Use the Help feature.

### **CREATE AND EDIT A DOCUMENT**

20. Complete the word processing cycle.
21. Move the insertion point.
22. Insert, replace and delete text.
23. Scroll and navigate in a document.
24. Select and delete text.
25. Use undo and redo.
26. Check the spelling and grammar in a document.
27. Use AutoCorrect.
28. Use Thesaurus.
29. Use the Office Assistant.
30. Highlight text.
31. Preview a document.
32. Print a document.

33. Insert the date and time in a document.
34. Close a document.
35. Create a document using a template.
36. Create a document using a wizard.
37. Exit Word

## **FORMAT CHARACTERS AND PARAGRAPHS**

38. Apply fonts and font effects.
39. Use Format Painter.
40. Repeat a command.
41. Align text in paragraphs.
42. Indent text.
43. Change line spacing and paragraph spacing.
44. Insert bullets and numbering.
45. Insert symbols.
46. Set tabs and tabs with leaders.
47. Add borders and shading to text.
48. Apply styles.

## **FORMAT A DOCUMENT AND ENHANCE A DOCUMENT**

49. Find and replace text.
50. Cut, copy, and paste text.
51. Collect and paste text using the Clipboard Task Pane.
52. Insert a page break.
53. Insert and modify page numbers.
54. Change margins.
55. Change page orientation.
56. Use buttons on the drawing toolbar.
57. Insert, size, and move images.
58. Insert, size, and move WordArt.
59. Adjust character spacing.
60. Animate text.
61. Vertically align text.
62. Prepare envelopes and labels.

## **FORMAT WITH SPECIAL FEATURES**

63. Create, modify and format a table.
64. Change column widths and row heights.
65. Move a table.
66. Apply borders and shading to a table.
67. Insert a section break.
68. Create and modify columns.

69. Insert and modify a header and footer.
70. Save a document as a web page.
71. Create a hyperlink.
72. Preview a Web page in the default browser.
73. Create an outline.

## **ANALYZE DATA USING EXCEL**

74. Start Excel and identify features in the Excel window.
75. Enter labels and values.
76. Use the fill handle to enter a series.
77. Enter formulas.
78. Create a formula using AutoSum.
79. Identify and copy a relative formula.
80. Improve the appearance of cells.
81. Right align cell entries.
82. Apply the currency style format to values.
83. Use the online Help.
84. Change the page orientation to landscape.
85. Preview and print a worksheet.
86. Save a workbook using Save and Save As.
87. Close a workbook and exit Excel.

## **EDIT AND FORMAT WORKSHEETS**

88. Edit the content of cells.
89. Clear cells and cell formats.
90. Perform a spell check.
91. Insert and delete cells, columns, and rows.
92. Use undo and redo.
93. Hide and unhide columns and rows.
94. Move and copy cells.
95. Find and replace cell entries.
96. Adjust column width and row height.
97. Freeze panes.
98. Change the zoom percentage.
99. Change the font, size, style, and color of cells.
100. Apply numeric formats and adjust the number of decimal places.
101. Change cell alignment and indentation.
102. Add borders and shading.
103. Use AutoFormat on a worksheet.

## **USE FUNCTIONS, SET PRINT OPTIONS, AND ADD VISUAL ELEMENTS**

104. Use the Average, Max, Min, and Count formulas to perform statistical analysis.
105. Use the Now and Date functions.
106. Use the financial function PMT.
107. Use the logical function IF.
108. Change margins.
109. Center a worksheet horizontally and vertically on the page.
110. Insert headers and footers.
111. Print headings and gridlines; and scale a worksheet.
112. Create a chart using the chart wizard.
113. Edit and format chart elements.
114. Preview and print charts.
115. Insert, size, move a picture.
116. Draw arrows and text boxes.

## **WORK WITH MULTIPLE WORKSHEETS AND WORKBOOKS, AND MANAGE FILES**

117. Insert, delete, rename, and hide a worksheet.
118. Move, copy and unhide a worksheet.
119. Link worksheets.
120. Create 3-D references and formulas.
121. Print multiple worksheets.
122. Print a selection.
123. Change the page order of a multiple page worksheet.
124. Scale a worksheet to fit within a specified number of pages.
125. Insert a page break
126. Set and clear the print area.
127. Create a new workbook from a template.
128. Save a worksheet as a web page.
129. View a worksheet in web page preview.
130. Insert a hyperlink.
131. Send a worksheet by E-mail.
132. Use paste special to selectively paste elements.

## **INTEGRATE WORD PROCESSING AND SPREADSHEETING**

133. Copy and paste word data into an Excel worksheet.
134. Link an Excel worksheet with a Word document.
135. Update linked data.
136. View linked data as an icon.
137. Link an Excel chart with a Word document.

- 138. Embed an Excel worksheet into a Word document.
- 139. Edit an embedded worksheet.

### **PREPARE A PRESENTATION**

- 140. Complete the presentation cycle.
- 141. Choose a design template.
- 142. Create a new slide.
- 143. Navigate in a presentation.
- 144. Change the presentation view.
- 145. Change the slide layout.
- 146. Check spelling in a presentation.
- 147. Run a presentation and use the pen.
- 148. Add transitions and sounds to a presentation.
- 149. Print and preview a presentation.

### **EDIT SLIDES AND SLIDE ELEMENTS**

- 150. Rearrange and delete slides.
- 151. Increase and decrease indents.
- 152. Select, cut, copy, and paste text.
- 153. Apply font effects.
- 154. Format with format painter.
- 155. Change alignment and line and paragraph spacing.
- 156. Change the slide design and color scheme.
- 157. Insert and recolor clip art images.
- 158. Apply an animation scheme.

### **FORMAT AND ENHANCING A PRESENTATION**

- 159. Use the clipboard task pane.
- 160. Find and replace text.
- 161. Format with a Slide Master.
- 162. Format using a Title Master Slide.
- 163. Insert and format WordArt.
- 164. Draw and customize an AutoShape, textbox, and connector
- 165. Display guide lines and the grid.
- 166. Copy and rotate shapes.
- 167. Create a table in a slide.
- 168. Add action buttons to a slide.
- 169. Create an organizational chart and diagram.
- 170. Insert headers and footers.
- 171. Create a hyperlink.

## **MANAGE DATA IN ACCESS TABLES**

172. Define field, record, table, datasheet, and database.
173. Start and exit Access
174. Identify features in the Access window.
175. Open and close a database.
176. Open and close tables.
177. Adjust column widths.
178. Navigate in Datasheet view.
179. Find and edit records.
180. Add records.
181. Delete records.
182. Sort records.
183. Move columns in Datasheet view.
184. Preview and print a table.

## **CREATE TABLES AND RELATIONSHIPS**

185. Create a table in Design view.
186. Set the primary key for a table.
187. Limit the number of characters allowed in a field.
188. Restrict data entered into a field using an Input Mask property.
189. Create a one-to-many relationship between two tables.
190. Modify table structure by deleting fields.

## **CREATE QUERIES, FORMS, AND REPORTS**

191. Create, run, and print a select query in Design view.
192. Add multiple tables to a query.
193. Create and run a query using the Simple Query Wizard.
194. Sort the query results.
195. Add criteria statements to a query.
196. Delete fields from a query.
197. Perform calculations in a query.
198. Create a form using the Form Wizard.
199. Create and print a report using the Report Wizard.

## **INTEGRATE WORD PROCESSING, SPREADSHEETING, AND PRESENTATIONS**

200. Export a PowerPoint presentation to Word.
201. Export a Word outline to a PowerPoint presentation.
202. Link an Excel chart with Word and PowerPoint documents.
203. Edit a linked object.
204. Embed a Word table in a PowerPoint presentation.
205. Embed and edit a Word table in a PowerPoint slide.