Student Syllabus and Course Outline
CSA 105 Introduction to Software Applications Fall 2006
CSA-K105 - 30641.106311-Intro Software Applications

Assignment Sheet Fall 2006
Instructor: Kem Barfield

Introduction to Software Applications
kbarfield@trcc.commnet.edu (email)
http://vista.ctdlc.org

Week	Date	Topics from the Texts	Daily (Music Themes)	Discussion
1	8/29	Windows, Computing Concepts	**Daily 1** The CSA Syllabus	
1	8/31	Windows, Internet		**Disc. 1**: Internet Regulation or Freedom of Speech
2	9/5	Internet	**Daily 2** Chris Botti	
2	9/7	Internet	**Daily 3** Toby Keith	
3	9/12	**Computer Basics/ Windows Quiz 1** (In-class)		**Disc. 2**: Email, Others or Mine
3	9/14	Word - basics	**Daily 4** Metallica	
4	9/19	Word - editing	**Daily 5** Keb Mo	
4	9/21	Word - formatting	**Daily 6** R Kelly	
5	9/26	Word – enhanced documents		**Disc. 3**: Files for the Good or Bad
5	9/28	Word Quiz 2 (In-class)		
	9/28	PowerPoint - basics		**Disc. 4**: To Present or Not to Present
6	10/3	PowerPoint	**Daily 7** Van Halen	
6	10/5	PowerPoint	**Daily 8** James Brown	
7	10/10	PowerPoint	**Daily 9** Mystikal	
7	10/12	Mid-term **Exam** (in WebCT Vista)	All assignments are due today.	
8	10/17	Excel		**Disc. 5**: Spreadsheet Shortcomings or Strengths
8	10/19	Excel	**Daily 10** Bob Marley	
9	10/24	Excel		**Disc. 6** Copyright Protection or Impediment
9	10/26	Excel	**Daily 11** Debussy	
10	10/31	Excel		**Disc. 7**: Details or Skimming the Surface
10	11/2	Excel	**Daily 12** Dave Bruebeck	
11	11/7	**PowerPoint/ Excel Quiz 3** (In-class)		
11	11/9	Access		**Disc. 8**: Future of Computing Money or Innovation
12	11/14	Access	**Daily 13** Glen Miller	
12	11/16	Access	**Daily 14** Justin Timberlake	
13	11/21	College Open – No Class		
13	11/23	Thanksgiving Recess – No Class		
14	11/28	Access	**Daily 15** Kraftwerk	
14	11/30	Access	**Daily 16** Celia Cruz	
15	12/5	Access	All assignments are due today.	
15	12/7	Final **Exam** (In-class)		

Prepared by: Kem Barfield
Office hours: Tuesday and Thursday, by appointment
E-mail: **kbarfield@trcc.commnet.edu**

<u>**Catalog Description**</u>:   Credit Hours: 3
Upon successful completion of the course, the student will be knowledgeable of the efficient, responsible, and ethical use of major software applications employed as tools in business problem-solving. The following operating system(s) and application software will be covered:

Operating System(s) - Windows 2000/XP
Word Processing - Word
Spreadsheets/Worksheets - Excel
Database - Access
Presentation Graphics - PowerPoint
Internet - Internet Explorer

Topics include basic Windows file management such as saving, copying, backing-up and Object Linking and Embedding, input/output, storage, and data communications. Features to aid productivity will be used throughout the course, and Object Linking and Embedding will be used to create compound documents. The student will be required to complete lab projects using these applications.

<u>**Texts**</u>
Grauer/Barber. Exploring Office 2003, second edition, Volume 1

<u>**Materials**</u>
Bring four 3 ½" high density labeled floppy disks or a single Zip disk for storing files and assignments to each class meeting. Your name, class and section number must be reported on each diskette. The best option is to use USB key flash memory (a.k.a. thumb drives, sticks or pen drives).

<u>**Course Objectives**</u>
To provide the student with basic knowledge of, and ability to employ in an office environment, word processing, spreadsheets/worksheets, relational database management, application programming, business presentation graphics, Internet, personal information management, and e-mail.

To provide the student with an understanding of why businesses, industries, and government agencies require the processing and conversion of data into information.

To provide the student with an understanding of how data is processed and converted into information, and how information is managed on a computer information system.

<u>**Course Requirements**</u>
Each student will be expected to complete a series of lab hands-on exercises and projects during the semester.

Each student will be required to use the computers, the Microsoft Office suite, the Internet, and WebCT Vista.

There will be a final exam project.

Students must plan to spend a minimum of two (2) hours per week outside of class to work either in the computer lab or at home to finish their projects by the assigned deadlines.

Course Evaluation

Course evaluation will be based on attendance, participation, and performance on hands-on exercises, projects, and tests.

Teaching methodology used and activities

You will:
1. Attend daily class meetings, read and discuss the assigned material, participate in computer lab sessions utilizing Windows, the Internet, Word, Access and Excel.
2. Be prepared to hand in computer exercises and homework demonstrating completion of reading and assignments.
3. Utilize the lab computers in the labs or otherwise personally available to supplement class computer time.
4. Be prepared to take all class and laboratory quizzes.
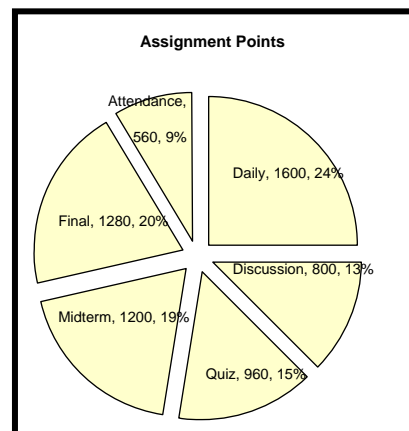
Evaluation Criteria and Grading Information

1. Evaluation will be on a degree of mastery of the competencies listed above as demonstrated in daily projects, discussion labs, quizzes and a computer literacy final examination.
2. You will demonstrate your abilities performing assigned tasks in Windows, Internet Explorer, web based email, Word, PowerPoint, Access and Excel. Tasks are specified in the Assignment Sheet.
3. The grading system is point based. You will have the ability to earn up to 6400 points through all assignments.
4. Your final grade takes into account all components on the following **Grade Component Grid**.

Assignment Points

Component	Weight (rounded)	Total Points	Each
Attendance, Effort, Participation	9%	560	20/Day
Daily Labs	24%	1600	100/Daily
Discussion Labs	13%	800	100/Discussion
Quizzes	15%	960	320/Quiz
Midterm Exam	19%	1200	1200/Exam
Final Exam	20%	1280	1280/Exam

5. The following grid can help you track your own progress each week. Add all of your points from each assignment including 20 points each day you attended a full class. Then, check the number on the grade grid to see where you stand.
6. Grades will be posted in Vista.

Grade Grid

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Final	
Max	240	480	1040	1280	1740	1980	2220	3560	3800	4040	4500	4740	4860	4980	5100	6400	Max
A (Min)	228	456	988	1216	1653	1881	2109	3382	3610	3838	4275	4503	4617	4731	4845	6080	A (Min)
A- (Min)	216	432	936	1152	1566	1782	1998	3204	3420	3636	4050	4266	4374	4482	4590	5760	A- (Min)
B+ (Min)	209	418	905	1114	1514	1723	1931	3097	3306	3515	3915	4124	4228	4333	4437	5568	B+ (Min)
B (Min)	199	398	863	1062	1444	1643	1843	2955	3154	3353	3735	3934	4034	4133	4233	5312	B (Min)
B- (Min)	192	384	832	1024	1392	1584	1776	2848	3040	3232	3600	3792	3888	3984	4080	5120	B- (Min)
C+ (Min)	185	370	801	986	1340	1525	1709	2741	2926	3111	3465	3650	3742	3835	3927	4928	C+ (Min)
C (Min)	175	350	759	934	1270	1445	1621	2599	2774	2949	3285	3460	3548	3635	3723	4672	C (Min)
C- (Min)	168	336	728	896	1218	1386	1554	2492	2660	2828	3150	3318	3402	3486	3570	4480	C- (Min)
D+ (Min)	161	322	697	858	1166	1327	1487	2385	2546	2707	3015	3176	3256	3337	3417	4288	D+ (Min)
D (Min)	151	302	655	806	1096	1247	1399	2243	2394	2545	2835	2986	3062	3137	3213	4032	D (Min)
D- (Min)	144	288	624	768	1044	1188	1332	2136	2280	2424	2700	2844	2916	2988	3060	3840	D- (Min)
F Below	143	287	623	767	1043	1187	1331	2135	2279	2423	2699	2843	2915	2987	3059	3839	F Below

Resources

Instructor—You are free to make an appointment with me during the day most days of the week. If you need help do not hesitate to meet with me or email.

IT Staff—Vicky Baker, Christine Laverty, and Terry Browder are excellent technicians in room 309 who may be able to assist you when I am not available.

Writing Center—Most of us could use a little help to improve our writing ability. The center in room 106 can provide one-on-one attention by appointment or walk in help.

Etutoring (www.etutoring.org/) –This online tutoring is provided by the Connecticut Distance Learning Consortium (CTDLC) as a free service to Three Rivers' students. Tutoring can be provided whether or not the course you are taking is on ground or online.

TASC—tutoring is available via the college's TASC program and can be found in the Mohegan library.

WebCT Vista—I will place a number of files such as the syllabus and handouts in Vista for you. There will also be sound files which are readings from the text; this will help you in getting the reading done.

Rules and Regulations

Absences—Excessive **absences** can result in dismissal from the course, a final grade of "F." There is no distinction between excused and unexcused absences. Plan your time accordingly.

Class time—Time in class, in-class participation, and lecture time are vital to mastering the material in this course. *Absences* will result in a loss of the points for attendance and participation.

Honesty—Plagiarism will result in an 'F' on the assignment as a minimum and can also result in dismissal from the class and the university.

Make-ups—You may and are encouraged to make up any work missed due to absence regardless the reason. Discussion Labs, Quizzes and the Midterm must be turned within two meetings (one week) of the class in which they were originally assigned. Late assignments will have 50% deducted from the total score or will be ungraded.

Mastery Project—Anyone can have a bad day. If you have a low quiz score, ask for a mastery project. It is a take home project that can help you improve. The mastery project score will be averaged with your old quiz score. You will not be given the mastery project automatically.

Online chatting, **web surfing** and **emailing** during a lecture or demonstration portion of the class is prohibited.

Quizzes, exams, final exam—Quizzes, the mid-term exam, and final exam are listed on the attached schedule sheet. The final exam is a test of computer literacy. You must earn 70% or above on the final exam to earn an "A" for the course, no matter what your end of semester average. In order to pass this course, a score of 50 percent or greater must be earned on the computer literacy final exam. If you are dissatisfied with your own performance on any quiz, discuss with me a *mastery project*.

Redo—You may redo any Daily or Discussion assignment from the first half up to the midterm exam. You may redo any Daily or Discussion from the second half of class up to the Final Exam. All work turned in must be neat and legible.

Save Your Work—It is important to save your assignments on disk or on the I drive and save graded printed copies. This helps you see your progress, verify the grades you receive, and prove your work is your own. Also, save your work frequently if taking an exam or quiz. You will have less to redo if any abnormal computer problem occurs.

Sound Producing Electronic Devices---Cell phones, beepers and any other personal electronic device must be turned off during class. If you forget and it rings, silence the ringing quickly and excuse yourself from class to take your call. Other electronic devices are allowed as long as they do not produce sounds.