SYLLABUS

CSA 105 INTRODUCTION TO SOFTWARE APPLICATIONS

THREE RIVERS COMMUNITY COLLEGE
NORWICH, CONNECTICUT 06360

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COURSE DESCRIPTION

This course introduces some popular software packages currently being used in industry, business, and government such as *Microsoft Word*, *Excel*, *Access*, *PowerPoint*, and the *Internet Explorer*.

OBJECTIVES

The student will be able to:

1. Identify and explain computer hardware components including RAM and storage devices.

2. Identify objects on the *Windows* desktop and the components of an individual window.

3. Use *Windows Explorer* to:
    - Move, copy, and delete files and folders and retrieve them from the Recycle Bin
    - Locate files anywhere on the system
4. Use Accessories such as *Notepad*, *WordPad*, and *Paint*.

5. Do a screen capture and active windows capture. Download files.

6. Describe the Internet and its history and explain how to access it.

7. Use a browser such as *Internet Explorer* to access the *World Wide Web*.

8. Download files.

9. Use a search engine to answer an assigned question.

10. Use *Microsoft Word* to:
    - create, save, retrieve and print a document.
    - edit content and check spelling.
    - format characters and paragraphs.
    - include graphics
11. Use *Microsoft Excel* to:
    - create, save, and retrieve a workbook.
    - print-preview, and print a worksheet, chart, or workbook
    - format a worksheet.
    - insert and delete rows and columns and copy and/or move ranges.
    - create cell formulas with both relative and absolute addressing.
    - display both computed values and cell formulas.
    - create charts.
12. Create a compound document consisting of a word processing document with spreadsheet components.

    - Use *Microsoft Access* to:
        - Create a database table.
        - Sort and search records
        - Create a form
        - Add, delete, and edit records.
        - Create and print a report.
13. Use a Wizard with a program.

14. Create a PowerPoint presentation.

METHOD OF EVALUATION
Course evaluation will be based on performance on quizzes, exams, and lab assignments.

QUIZZES AND EXAMS

Quizzes and exams will be in short answer, true and false, or multiple-choice form, and in lab form requiring use of the computer. Quizzes and exams will cover material from lectures and the textbook. Unexcused absences from quizzes and exams will result in a score of 0 for that exam. Excused absences must be requested **in advance** of the in-class exam.

LAB ASSIGNMENTS

Lab assignments must be submitted on or before the due date and time. Late assignments will be awarded a 0 for that assignment. Any disk submitted for grading that contains a virus will receive a 0 for that assignment. Any damaged disk submitted for grading will also receive a 0.

Unexcused absences from lab assignments will also result in a score of 0 for that assignment. Excused absences must be requested **in advance** of the assignment deadline. Assignments will be graded on professionalism, accuracy, style, and completeness. Details of the lab assignments will be provided separately.

MAKEUP POLICY

Students are required to make up missed quizzes, lab assignments, and examinations resulting from excused absences. Arrangements are to be made on an individual basis with the instructor.

ATTENDANCE

Students are expected to attend class regularly. No absences of any nature will be construed as relieving you from the responsibility for the completion of all work assigned by the instructor. Absences are discouraged because interaction with the instructor and classmates is an integral part of learning computer software applications. Unexcused absences from exams and quizzes will result in a score of 0 for that test.

CELL PHONES AND PAGERS POLICY

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center **only if they are turned off or turned to a silent mode**. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement

EARLY WARNING POLICY

Early intervention will be provided for students in academic difficulty. Tutoring services can be obtained through the Tutoring Center located in the Learning Resource Center at either campus. **The Registrar's Office will be notified in cases of prolonged absences**.

REQUIRED MATERIALS

Textbooks: Grauer, Robert T. and Barber, Maryann. *Exploring Microsoft Office 2003, Second Edition, Volume I*. New Jersey: Pearson Prentice Hall, 2007.   Recommended: Memory Stick for backup.

COLLEGE WITHDRAWAL POLICY

Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

DISABILITIES STATEMENT

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that accommodations based upon disability cannot be provided until the instructor has received an accommodation letter from the Disabilities Counselor.

COURSE EVALUATION

Class assignments and examinations will be given as outlined above. **Lab assignments will make up 30 percent of the final grade and quizzes and examinations will make up 70 percent of the final grade.** The following table lists the academic grades used and their corresponding quality points.

GRADES	DEFINITION	EQUIVALENT	QUALITY POINTS
A	Excellent	94-100	4.0
A-		90-93	3.7
B+		87-89	3.3
B	Good	83-86	3.0
B-		80-82	2.7
C+		77-79	2.3
C	Satisfactory	73-76	2.0
C-		70-72	1.7
D+		67-69	1.3
D	Poor	63-66	1.0
D-		60-62	0.7
F	Unsatisfactory		0.0

A student may request an irrevocable Audit status from the Registrar within the Add-Drop Period. Such status may be granted with written approval of the instructor. Audit status is considered a non-academic grade (No grade points).

POLICY ON ACADEMIC INTEGRITY

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

COURSE OUTLINE

CLASS	DATE	TOPICS	READING ASSIGNMENTS	LAB ASSIGNMENTS *Complete ALL Hands-On Exercises*
1	8/28/06	Introduction to Windows	Getting Started with XP	
2	9/11/06	Internet & World Wide Web	Internet Explorer	
3	9/18/06	Word Processing Basics	Word 2003 Chapter 1	
		WINDOWS AND INTERNET EXAM		
4	9/25/06	Editing and Formatting	Word 2003 Chapter 2	
5	10/2/06	Enhancing a Document	Word 2003 Chapter 3	
6	10/16/06	Advanced Features	Word 2003 Chapter 4	
7	10/23/06	Introduction to Spreadsheets	Excel 2003 Chapter 1	
8	10/30/06	Gaining Proficiency	Excel 2003 Chapter 2	
9	11/6/06	Graphs and Charts	Excel 2003 Chapter 3	
10	11/13/06	**WORD AND EXCEL EXAM**		
11	11/20/06	Introduction to Databases	Access 2003 Chapter 1	
12	11/27/06	Tables and Forms	Access 2003 Chapter 2	
13	12/4/06	Reports and Queries	Access 2003 Chapter 3	
14	12/11/06	Introduction to Presentations	PowerPoint 2003 Ch 1	
15	12/18/06	**ACCESS AND POWERPOINT FINAL EXAM**		

ATTENDANCE: GENERALLY EXPECTED. SIGN-IN SHEET WILL BE ON TABLE. LABS: CREATE 1 COVER SHEET PER ASSIGNMENT.

NO CLASS ON 9/4/06, 10/9/06