CSA K105 Course Outline

Spring 2008

Course: CSA K105 - Introduction to Software Applications

Program: Computer Science – Applications

Hours: Lecture: W 6:00 pm–8:45 pm (Room E216, Thames)

Instructor: Allan Anderson
Office: Thames Valley Campus, Room 204
Office Hours: Monday (10:45 am - 11:45 pm)
             Monday (4:20 pm - 5:20 pm)
             Wednesday (5:00 pm - 6:00 pm)
Messages: Phone: (860) 885-2392 (Voice Mail)
               E-mail: aanderson@trcc.commnet.edu

Dates: Sept. 3 – Dec. 15 with Final Project due on Dec. 17.   No scheduled classes on Oct. 13 and Nov. 26 due to academic schedule. Oct. 22 class may need to be rescheduled.

Prerequisite(s): None

Required Text: Microsoft Office 2007, by Robert T. Grauer, Prentice Hall Publishing, 2008

Supplies and Materials: One (1) USB memory stick for students requiring use of on-campus computer labs for course completion

Course Description:

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 XP
- Word Processing - Word
- Spreadsheets/Worksheets - Excel
- Relational Database Management - Access
- Presentation Graphics - PowerPoint

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.

Course Objectives

1. 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.
2. To provide the student with an understanding of why businesses, industries, and government agencies require the processing and conversion of data into information.
3. 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.

Course Requirements

1. Each student will be expected to complete a series of lab hands-on exercises and projects during the semester.
2. There will be a final exam project.
3. 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, and performance on hands-on exercises, projects, and tests.

Tests

Tests will be in short answer or multiple choice form, and will cover material from both lectures and the text. Tests may be either announced or unannounced. An unexcused absence from an announced test will result in a score of zero for that test. Excused absences from announced tests must be requested in advance of the date (e-mail is the preferred notification method).

Grading Policy

The final grade for this course will be determined by the following percentages:

Chapter Projects	30%
Chapter Hands-On Exercises (HOEs)	20%
Final Exam Project	30%
Tests	20%

Course grades will be assigned as objectively as possible, according to the following scale (a class curve may be used at the discretion of the instructor):

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and Below	F

Course Policies

Student Responsibility: The responsibility for obtaining and completing all missed work rests solely with the student.

Lab Work and Assignments: Interaction with the instructor and fellow students is an integral part of the learning process. Students are allowed to obtain assistance from fellow classmates on lab assignments, but must personally use the keyboard or mouse for all keystrokes/mouse actions to complete the assignments. All work submitted for grading must be the student's own.

Handicapped or Disabled Students

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. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

Ethics/Honor Code

The most frequent violations of the code and policies include but are not limited to:

- Copying or sharing a file or any portion of a file from another student.
- Sharing or allowing another student to copy your files or any portion of a file.
- Duplicating or distributing copies of copyrighted software program.
- Unauthorized access or use of university computers, computer systems or computer network.
- Creating, sending or distributing electronic chain letters.
- Using a disk containing a virus in a computer lab or computer system, and distributing the virus any computer network.
- Using college computers, computer systems, or computer network to view or distribute profanity or objectionable material.

College Withdrawal Policy:
 Students may withdraw, through the Registrar's Office, for any reason until December 15. The withdrawal process must be initiated by the student. Failure to do so will result in a semester grade based on the work completed before the student stopped attending the class.

Course Outline

Week	Topics	Text Assignments
1 9/3	Windows XP Office Fundamentals	Getting Started with Windows XP, pp 1077-1130 Using Word, Excel, Access, and PowerPoint, pp 1-67
2 9/10	Microsoft Word: What Will Word Processing Do for Me? Gaining Proficiency: Editing and Formatting	Word, Chapter 1, pp 69-129 Word, Chapter 2, pp 131-194
3 9/17	Enhancing a Document: Tables and Graphics	Word, Chapter 3, pp 195-247
4 9/24	Share, Compare, and Document: Workgroups, Collaboration, and References	Word, Chapter 4, pp 249-310
5 10/1	Introduction to Excel: What Can I do with a Spreadsheet?	Excel, Chapter 1, pp 311-378 Word Test All Word HOEs and Projects Due
6 10/8	Formulas and Functions: Math Basics for Spreadsheet Use	Excel, Chapter 2, pp 311-428
7 10/15	Charts: Delivering a Message Working with Large Worksheets and Table Management: Manipulating Worksheets and Table Management	Excel, Chapter 3, pp 429-484 Excel, Chapter 4, pp 485-543
8 10/22	Introduction to Access: Finding Your Way through a Database	Access, Chapter 1, pp 545-603 Excel Test All Excel HOEs and Projects Due
9 10/29	Relational Databases and Multi-Table Queries: Designing Databases and Using Related Data	Access, Chapter 2, pp 605-676

10 11/5	Customize, Analyze, and Summarize Query Data: Creating and Using Queries to Make Decisions	Access, Chapter 3, pp 677-727
11 11/12	Create. Edit, and perform Calculations in Reports: Creating Professional and Useful Reports	Access, Chapter 4, pp 729-792
12 11/19	Introduction to PowerPoint: Presentations Made Easy	PowerPoint , Chapter 1, pp 793-865 Access Test All Access HOEs and Project Due
13 12/3	Presentation Development: Planning and Preparing a Presentation Presentation Design: Enhancing with Illustrations	PowerPoint , Chapter 2, pp 867-928 PowerPoint , Chapter 3, pp 929-1009
14 12/10	PowerPoint Multimedia Tools: Enhancing with Multimedia	PowerPoint , Chapter 4, pp 1011-1075 PowerPoint Test All PowerPoint HOEs and Projects Due
15 12/17	Final Exam Project	Final Exam Project Due

Note: The foregoing course outline is subject to change as conditions warrant.