

Assignment Sheet Fall 2007
CSA-K105 - 30518.107311-Intro Software Applications

Instructor
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 Classroom SB075

Week	Date	Demonstration-Lecture Topics	Daily (Music Themes)	Discussion
1	8/28	Windows, Computing Concepts	Daily 1 The CSA Syllabus	
1	8/30	Windows, Internet		Disc. 1: Internet Regulation or Freedom of Speech
2	9/4	Internet	Daily 2 Najee	
2	9/6	Internet	Daily 3 Toby Keith	
3	9/11	Computer Basics/ Windows Quiz 1 (In-class)	All assignments are due today.	
3	9/13	Word - basics	Daily 4 Metallica	
4	9/18	Word - editing	Daily 5 Keb Mo	
4	9/20	Word - formatting	Daily 6 R Kelly	
5	9/25	Word – enhanced documents		Disc. 2: Files for the Good or Bad
5	9/27	Word Quiz 2 (In-class)	All assignments are due today.	
6	10/2	PowerPoint - basics		Disc. 3: To Present or Not to Present
6	10/4	PowerPoint	Daily 7 Van Halen	
7	10/9	PowerPoint	Daily 8 Earth, Wind and Fire	
7	10/11	PowerPoint	Daily 9 Kanye West	
8	10/16	Mid-term Exam (in WebCT Vista)	All assignments are due today.	
8	10/18	Excel		Disc. 4: Spreadsheet Shortcomings or Strengths
9	10/23	Excel	Daily 10 Bob Marley	
9	10/25	Excel		Disc. 5 Copyright Protection or Impediment
10	10/30	Excel	Daily 11 Hector Berlioz	
10	11/1	Excel		
11	11/6	Excel	Daily 12 Dave Bruebeck	
11	11/8	PowerPoint/ Excel Quiz 3 (in Web CT Vista – DO NOT COME TO CLASS)	All assignments are due the next class meeting.	
12	11/13	Access		Disc. 6: Future of Computing Money or Innovation
12	11/15	Access	Daily 13 Glen Miller	
13	11/20	Thanksgiving Recess – No Class		
13	11/22	Thanksgiving Recess – No Class		
14	11/27	Access	Daily 14 Justin Timberlake	
14	11/29	Access	Daily 15 Kraftwerk	
15	12/4	Access	Daily 16 Celia Cruz	
15	12/6	Access	All assignments are due today.	
16	12/11	Final Exam (In-class)		
16	12/13	Final Exam Makeup (In-class)		

Student Syllabus and Course Outline
CSA 105 Introduction to Software Applications Fall 2006
CSA-K105 - 30518.107311-Intro Software Applications

Prepared by: Kem Barfield
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Catalog Description:

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 XP
Word Processing - Word 2003
Spreadsheets/Worksheets - Excel 2003
Database - Access 2003
Presentation Graphics - PowerPoint 2003
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.

Texts

Grauer/Barber. Exploring Office 2003, second edition, Volume 1

Software

You are NOT required to have your own software since Office 2003 is available in class, in the labs in the writing center, and in the library. If you choose to use your own software at home, your results will most closely match the text and handouts if you use Office 2003 or Office 2007. (Save Office 2007 files in Office 2003.) Do NOT use WordPerfect, Works, or other non-Office applications to complete lab exercises.

Materials

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). Once you have learned to do so, you may also store files in WebCT Vista File Manager.

Course Objectives

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.

Course Requirements

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 2003 suite, the Internet, and WebCT Vista.

There will be a final exam project.

You will be given time to complete to complete work in class after the day’s lecture. If you do not complete the work it becomes homework. You are also expected to read the appropriate section of the Grauer text to reinforce your skill. 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

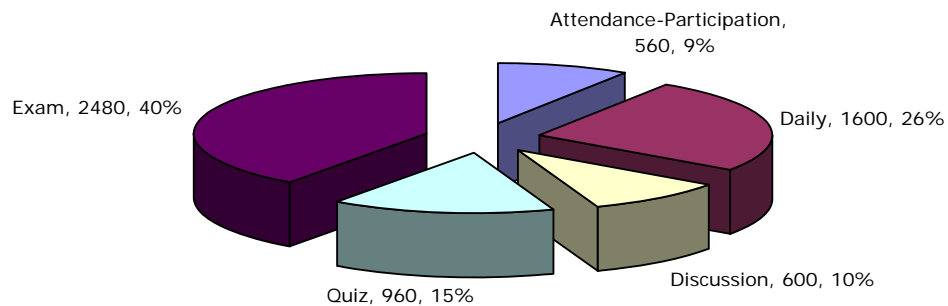
You will:

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, in the library, or otherwise personally available to supplement class computer time.
4. Be prepared to take all classes, assignments, quizzes, and exams.

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 6200 points through all assignments.
4. Your final grade takes into account all components on the following **Grade Component Grid**.

Assignment Points



Assignments & Participation																	
	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	Week 16	Total
Attend	40	40	40	40	40	40	40	40	40	40	40	40		40	40		560
Daily	100	200	100	200		100	200		100	100	100	100		200	100		1600
Discus	100				100	100		100	100			100					600
Quiz			320		320						320						960
Exam								1200								1280	2480

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

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	With Final Exam	Final Score	
Max	40	280	520	980	1220	1680	1920	2160	3500	3740	3880	4340	4540	4580	4820	6200	5800	Max
A	38	266	494	931	1159	1596	1824	2052	3325	3553	3686	4123	4313	4351	4579	5890	5510	A
A-	36	252	468	882	1098	1512	1728	1944	3150	3366	3492	3906	4086	4122	4338	5580	5220	A-
B+	35	244	452	853	1061	1462	1670	1879	3045	3254	3376	3776	3950	3985	4193	5394	5046	B+
B	33	232	432	813	1013	1394	1594	1793	2905	3104	3220	3602	3768	3801	4001	5146	4814	B
B-	32	224	416	784	976	1344	1536	1728	2800	2992	3104	3472	3632	3664	3856	4960	4640	B-
C+	31	216	400	755	939	1294	1478	1663	2695	2880	2988	3342	3496	3527	3711	4774	4466	C+
C	29	204	380	715	891	1226	1402	1577	2555	2730	2832	3168	3314	3343	3519	4526	4234	C
C-	28	196	364	686	854	1176	1344	1512	2450	2618	2716	3038	3178	3206	3374	4340	4060	C-
D+	27	188	348	657	817	1126	1286	1447	2345	2506	2600	2908	3042	3069	3229	4154	3886	D+
D	25	176	328	617	769	1058	1210	1361	2205	2356	2444	2734	2860	2885	3037	3906	3654	D
D-	24	168	312	588	732	1008	1152	1296	2100	2244	2328	2604	2724	2748	2892	3720	3480	D-
F	23	167	311	587	731	1007	1151	1295	2099	2243	2327	2603	2723	2747	2891	3719	3479	F

Resources

Instructor—I am here to help you master the computer literacy necessary to perform better in college or on the job. 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, call or email.

IT Staff—Vicky Baker, Christine Laverty, and Terry Browder are excellent technicians (in the mezzanine above maintenance in the shop building) who may be able to assist you when I am not available.

Library Staff—Library computers are available often when

Writing Center—Most of us could use a little help to improve our writing ability. The center 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 with the VOICE icon, which are selected readings from the text; this will help you in getting the reading done. You will need headphones or computer with speakers to utilize them.

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 college.

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 (e.g., below 70% the total available points), 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 assignments up to the next quiz or exam. Exceptions are noted on the Assignment Sheet (page one of this handout). All work turned in must be neat and legible or it will not be graded.

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 or place in a quiet (vibrate) mode during class. If you forget and it rings, silence the ringing quickly and excuse yourself from class to take your call. Do not answer calls in class. Other electronic devices are allowed as long as they do not produce sounds.

Vista Usage

Although the vast majority of your work is done in the classroom, you are required to use WebCT Vista as a resource for downloading handouts, obtaining files, taking quizzes, etc. It is a tremendous resource in all your courses at the community colleges that you cannot ignore. Learn to use it as quickly as you can and remember that I can help you one-on-one during office hours.