SYLLABUS
Computer Applications I
CSA-K105

Instructor:

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Site:

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Room 118
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Norwich, CT 06360

Scheduled Classes:

Fridays, August 31st – December 7th, 2007 (6:00PM-8:45PM)
No class on November 23, 2007

Office Hours:

As requested by students

Course Description:

Course number:	CSA-K105
Course title:	Computer Apps I
Credits:	3 Semester Hour
Prerequisite:	None

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

Text: Exploring Microsoft® Office 2003 Volume I Enhanced Second Edition by Grauer and Barber, Prentice Hall Publishing.

Note: All students must have their own books

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Objectives:

1. Identify and explain computer hardware components including RAM and storage devices
2. Identify the 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 window capture
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 MS Word to:
    - Create, save, retrieve, and print a document
    - Edit content and check spelling
    - Format characters and paragraphs
    - Include graphics
11. Use MS 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
13. Use MS Access to:
    - Create a database table
    - Add, delete, and edit records
    - Print a report
    - Sort and search records
14. Use a Wizard within a program

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Instructional Modes:

1. Lecture
2. Discussion
3. Demonstration
4. Production (Homework & Lab)

Classroom Restrictions:

No eating, drinking, or smoking is permitted in the room at any time.

Academic Dishonesty:

Conduct which is as its intent to effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitutes academic dishonesty. In the event of academic dishonesty, I reserve the right to award an "F" for the course to one or both participating individuals.

Additional Comments:

A substantial amount of out-of-class practice in our computer labs is required for success in this skilled course. It is ***Strongly Suggested*** that additional practice be accomplished outside of class. As with learning any new skill, repetitive practice develops and delivers desired results.

There will be out-of-class assignments during this course, and it is ***Strongly Suggested*** that all work be accomplished in the computer lab. The assignments will test and develop your skills to different degrees based on your existing skill level. Computer lab availability is posted outside rooms 115, 118, 122, and 224. Additional lab resources are available at the Mohegan Campus rooms 308, 310, and 311.

Students are also reminded that classroom demeanor is a vital part of participation. Students should behave appropriately at all times and are asked to practice common courtesy, recognizing each person's right to learn in an atmosphere conductive to the learning experience. Students who violate the rules of courtesy and/or professional demeanor will be asked to leave.

Students are asked to participate in class discussions and material review. Participation enhances the learning experience and allows the student and instructor the opportunity to learn from each other.

Other areas to consider are: responsibility, dependability, motivation to achieve, adaptability, enthusiasm, judgment, cooperation, efficiency, imagination-creativity, maturity and sensitivity.

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Disabilities and Learning Difference Statement:

If you have a hidden or visible disability or a learning difference which may require classroom or test-taking modification, please see me as soon as possible.

Planned Schedule:

I. Windows and the Internet – 3 weeks
   - A. Microsoft Windows XP
   - B. Essential Computing Concepts
   - C. The Internet and World Wide Web

II. Microsoft Word – 3 weeks
   - A. Chapter 1
   - B. Chapter 2
   - C. Chapter 3

III. Microsoft Excel – 3.5 weeks
   - A. Chapter 1
   - B. Chapter 2
   - C. Chapter 3

IV. Microsoft Access – 3 weeks
   - A. Chapter 1
   - B. Chapter 2

V. Microsoft PowerPoint – 2.5 weeks
   - A. Chapter 1
   - B. Chapter 2

VI. Microsoft Outlook – 1 week

Course Grading:

Quiz averages:	50%
Midterm:	25%
Final:	25%

Note: A quiz is generally given at the start of each class session. Students arriving late will not be able to take the quiz during that session. Midterm and final examinations cannot be taken other than the day scheduled without prior arrangement and special permission.