Course Number/Title: CSA* K205 Advanced Software Applications - Fall 2008

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Course Description: This course requires an introduction to Software Applications level of knowledge. This course will explore more advanced features to Microsoft Word, Excel, Access, and PowerPoint A small amount of time will be devoted to the new features of Office 2007.

Required Materials:

Textbook: Microsoft® Office 2007 Volume 2 – Robert T. Grauer

Suggested Software/Equipment:

USB Key/Flash Drive to Save Homework files to, so save files from home and can easily hand in to instructor.

Office 2007 on a computer either at work or home – all homework will need to be done using Office 2007 (NOT Office 2003!!) – otherwise you will have to do homework at school.

Attendance: Students are expected to attend class regularly**. No absences of any nature will excuse you from the responsibility of completion of all work assigned by the instructor.** I feel strongly that the best way to learn the material is to come to class where you can ask any questions you have and work during lab time with me there to assist you if needed. Please notify the instructor via email if you will not be attending a class session. **Any more than 2 absences will result in points off your final grade.**

Grading: 50% - exams/projects/quizzes
         40% - lab/homework
         10% - class participation

Exams:

- There will be a total of four take-home exams (due the following week after they are given out, ten points will be taken off if not handed in the day its due, 2 points for each additional day late after that), they must be handed in both electronically as well as on paper:
    - Word
    - Excel
    - Access
    - Final - a PowerPoint presentation that incorporates all of the applications learned.

Labs:

- I will spend approximately half to three quarters of the class time lecturing on the assigned material and the rest of the time facilitating lab time for completing assigned work. I will give you the lab assignment once I am done lecturing.
- Reading the material prior to the class will also be part of your homework assignment, this is especially important if a topic is completely new to you.
- Grading of lab assignments will be based on accuracy, completeness and it being handed in on time, ten points will be taken off for every week that it is late!
- Hand in all parts of a lab as **one package stapled together**. **Attach a cover sheet, which includes your name and the lab assignment number (as shown on the assignment).** Pages must be in order as they appear on the assignment. Also, save all your work to a folder (named the assignment number and your lastname first initial of first name). For example, if the assignment number is WORD1 and my name is Joe Smith, the folder would be Word1 SmithJ – using capitals and lowercase as such makes it easier for me to read, but is not mandated.
- Labs are due the week after they appear in the assignment list, points will be taken off for each week that it is late. There will be dedicated lab time during each class, so if you finish an assignment in class, you can hand it in that morning.
- Generally, labs will be marked and returned the class period after they are handed in
- We will be downloading the exercise files to your personal space on the I:\ drive. I will show you how to do this during the first class. From that point forward, all exercise files should be opened from the I:\ drive and all work should be saved there.
- You should bring a USB flash/jump drive with you to class each week in case you need to finish your work at home. You can purchase these at Office Supply stores for around $10 and up.

If you ever have questions/problems feel free to email me and I will get back to you as soon as I can with an answer.