Computer Application I

Three Rivers Community College

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Computer Application I
July14th through Aug 20th

Class Schedule:	Days	Time	Building	Room
	Tuesday	8:30 am to 11:45 pm	TRCC	E119
	Thursday	8:30 am to 11:45 pm	TRCC	E119

Required Text: Exploring Series Microsoft Office 2007 volume I or 2, by Robert T. Grauer, Prentiss Hall, NJ.

Required Course: None

Course Credit Hours: 3

Grade Type: Letter Grade (A - F-)

Grade Percentages: 10% - Exam-Concepts/Window/Internet

10% - Exam-Word

10% - Exam-Excel

10% - Exam-Access

60% - Assignments

5-10% - Attendance/Participation/

Objectives:

- Encourage effective communication via email
- Provide the knowledge to research a topic using the Internet
- Provide the knowledge to maneuver and manipulate files.
- Provide the knowledge to create and edit documents containing graphics and tables
- Provide the knowledge to use spreadsheets to tabulate and analyze data
- Provide the knowledge to create and use a simple database
- Introduce basic designing of presentations

Dates To Remember:

July 20, 2010	**Exam-Concepts/Windows/Internet and Late Work**
July 27, 2010	**Exam-Word and Late Work and Hands-On Exam**
Aug 10, 2010	**Exam-Excel and Late Work and Hands-On Exam**
Aug 17, 2010	**PowerPoint-Passion Presentation and Late Work**
Aug 19, 2010	**Exam-Access and Late Work and Hands-On Exam**

Course Evaluation:

Exams will be done on the student's own time. They will require the student to use what they have learned without the aid of detailed instructions. However, students may use class notes, the class book, a workstation or the internet to complete the exams. They will be worth 40% of the course grade. There will be no quizzes, no mid-term and no final exam. Your grade will be based on your homework, assignments, exams and your performance.

Some assignments are to be submitted via email to the addresses provided at the beginning of this document. Word documents, Excel spreadsheets and Access databases are to be sent as attachments to an email. All email must include your name, course name and the name of the assignment. Some assignments with be completed online utilizing the website, www.myitlab.com. All assignments will be due by midnight on the day of the Exam date. Any assignments received late will lose 10% or one letter grade for each Late Work date. (See dates to remember) All homework assignments will be graded. The sum of all homework assignments will constitute 60% of the grade for this course. **Reading the book is important!!!!**

The first 30 minutes of each class will be set aside as labs; to work on assignments and answer questions or problems dealing with the assigned work. The rest of the class (two hours) will be taken up by new material.

Attendance and participation is important and mandatory. Ten percent of your total grade can be earn in this manner. Three or more absents would not be in the students best interest.

Reading the book is important!!!!