CSA 105 - Introduction to Software Applications

Course Syllabus

Semester: Fall 2010

Instructor: Allan Anderson
Email: via Blackboard Vista (preferred) *or* aanderson@trcc.commnet.edu (emergency only)
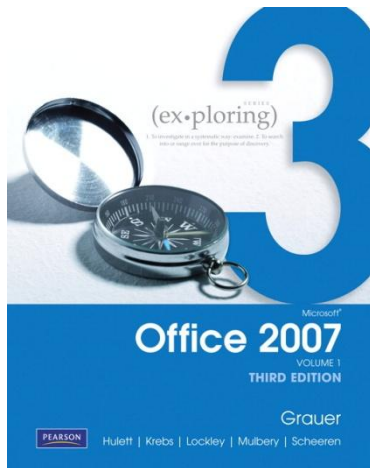Online Office Hours: Thursday 6-8 pm via Chat
Campus Office Hours: to be determined
Campus Office: Room C/106
Campus Phone: (860) 885-2392

Required Text:

Exploring Microsoft Office 2007 Volume I,
Third Edition, by Robert T. Grauer et al
Prentice Hall Publishing, 2010. Earlier editions may have different page numbers for reference purposes.

This text is sold through the Three Rivers bookstore bundled with:
-     a student data disk
-     the access code for the Prentice Hall myITlab site, also required for this course
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You will need Office 2007 (with Access) in order to complete the class exercises and homework.

Supplies and Materials: Removable storage device (memory stick, aka travel drive, USB drive, etc.) for students requiring use of on-campus computer labs for course completion

Course Description: The course begins with a brief introduction to computing concepts and to the Windows environment (you may use Windows XP, Windows Vista or Windows 7) and file handling. It continues with an introduction to Microsoft Office 2007 and its components (Microsoft Word, Excel, Access, and PowerPoint) are covered in more detail.

Course Pace: Although there is flexibility in when the student works on this course, it is not self-paced. Assignments, with due dates, will be released throughout the semester. Quizzes/tests will be available for a limited time only.

Course Evaluation: Course evaluation will be based on computer assignments, quizzes, participation in discussions, and the final project. The final grade for this course will be determined by the following percentages:

Computer assignments	40%
Discussions	5%
Quizzes	25%
Final Project	30%

Computer Assignments: Lab assignments must be submitted on or before the due date and time. A late assignment will lose 20% of the maximum score for that assignment for each week past the due date. Assignments will be graded on professionalism, accuracy, style and completeness.

The details for each assignment, including work to be done and the due date, will be posted in that assignment's drop box.

Quizzes: Tests/quizzes will be multiple-choice or short answer and will cover material from the text, exercises, assignments, presentations and myitlab assignments.

Course grades: Grades will be assigned as objectively as possible, according to the following scale (with plus or minus, as appropriate):

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

Withdrawing from the course: A student who simply stops submitting work will receive the grade earned on that work, usually a failing grade. To receive a "W" grade instead, apply for a withdrawal through the registrar's office by December 9th. A "W" will be entered on the student transcript but will not be included in the calculation of the GPA.

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

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

Working together to better understand the material is acceptable. Submitting duplicate work is not and will adversely affect the assignment grade.

Course Outline

Week	Topics	Approximate Assignment Due Dates (check online for actual)	Text Assignments
1	Getting Started with Windows	9/3	Windows, pp 1077 - 1141
2	Office Fundamentals	9/12	Office Fundamentals 1, pp 1 - 67
3	Introduction to Microsoft Word	10/1	Word Chapter 1, pp 69 - 129
4	Gaining Proficiency	10/1	Word Chapter 2, pp 131 - 194
5	Enhancing a Document	10/1	Word Chapter 3, pp 195 - 247
6	Introduction to Excel	10/29	Excel Chapter 1, pp 311 - 378
7	Formulas and Functions	10/29	Excel Chapter 2, pp 379 - 428
8	Charts	10/29	Excel Chapter 3, pp 429 - 484
9	Large Worksheets and Tables	10/29	Excel Chapter 4, pp 485 - 543
10	Introduction to Access	11/12	Access Chapter 1, pp 545 - 603
11	Relational Databases & Queries	11/12	Access Chapter 2, pp 605 - 676
12	Introduction to PowerPoint	12/10	PowerPoint Chapter 1, pp 793 – 865
13	Presentation Development	12/10	PowerPoint Chapter 2, pp 867 - 928
14	Presentation Design	12/10	PowerPoint Chapter 3, pp 929 – 1009
15	PowerPoint Multimedia Tools	12/10	PowerPoint Chapter 4, pp 1011 - 1075
	Final Project	12/13	TBA

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