# Assignment Sheet Spring 2011
**CSA-K105 -11546.111111-Intro to Software Applications**
TRCC Classroom E116  4 – 5:15 pm Tues. & Thurs.

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| Week | Date | The Map – Lecture/Demo Topics | Daily (Americana Theme) & Discussions | Recommended Practice |
|---|---|---|---|---|
| 1 | 1/20 | Windows,  Computing Concepts, OS | **Daily 1** Initial Assessment Exercise | HO Ex 1 (p12), HO2(28) |
| 2 | 1/25 | Windows, Software/hardware, Internet, Blackboard Vista | **Disc. 1**: Internet Regulation or Freedom of Speech | HO2(1109) |
| 2 | 1/27 | Internet – basics, | **Daily 2** American Foods | |
| 3 | 2/1 | Internet – Search Engines | **Daily 3**  American Language/Linguistics | |
| 3 | 2/3 | **College Professional Day – Classes Not in Session** | | |
| 4 | 2/8 | Word – basics | **Daily 4**  American TV | HO1(81), HO2(96) |
| **4** | **2/10** | **Computer Basics/ Windows Quiz 1 (In-class)** | **All assignments are due today.** | |
| 5 | 2/15 | Word - editing | **Daily 5**  American South | HO1(140) |
| 5 | 2/17 | Word - formatting | **Disc. 2**: Files for the Good or Bad | HO2(152), HO3(164) |
| 6 | 2/22 | Word – enhanced documents | **Daily 6** American Health Care | HO1(200), HO2(212), HO3(227) |
| **6** | **2/24** | **Word Quiz 2 (In-class)** | **All assignments are due today.** | |
| 7 | 3/1 | PowerPoint – basics, basic slideshow, outline & other views | **Disc. 3**: To Present or Not to Present | HO1(813), HO4(845) HO2(823),HO3(834) |
| 7 | 3/3 | PowerPoint  - formatting, design, layout, | **Daily 7** American Fashion | HO1(874), HO4(899) |
| 8 | 3/8 | PowerPoint – Illustration, album, WordArt | **Daily 8**  American Architecture | HO1(944), HO2(963) |
| 8 | 3/10 | PowerPoint – Animation, media, sound | **Daily 9**  American Music | HO1(1026), HO3(1042), HO4(1051) |
| 9 | 3/15 | Spring Break - **Classes Not in Session** | | |
| 9 | 3/17 | Spring Break - **Classes Not in Session** | | |
| 10 | 3/22 | Excel – spreadsheet concepts, basics, using spreadsheets, find and compute information | **Disc. 4**: Spreadsheet Shortcomings or Strengths | HO1(324), HO2(335) |
| **10** | **3/24** | **Mid-term Exam  (in Blackboard Vista)** | **All assignments are due today.** | |
| 11 | 3/29 | Excel -  create basic worksheets | **Daily 10** American Dance | HO3(347), HO1(384) |
| 11 | 3/31 | Excel – format worksheets | **Disc. 5** Copyright Protection or Impediment | |
| 12 | 4/5 | Excel – more work with functions &formulas | **Daily 11** American Politics | HO2(394),HO4(410) |
| 12 | 4/7 | Excel  - data tools, filters, sorts, what-if analysis, advanced filter | **Daily 12** American Pop Culture | |
| 13 | 4/12 | Excel -  Charts | **Disc. 6**: Future of Computing Money or Innovation | HO1(443), HO2(454) |
| **13** | **4/14** | **Excel Quiz** | **All assignments are due today.** | |
| 14 | 4/19 | Access – Basic databases, using a database | **Daily 13** American Sports | HO1(557), HO2(573) |
| 14 | 4/21 | Access  -- Creating a database | **Daily 14**  American Politics | HO1(618) |
| 15 | 4/26 | Access –Queries, relationships | **Daily 15**  American Military | HO3(581) |
| 15 | 4/28 | Access --Forms | | |
| 16 | 5/3 | Access --Reports | **Daily 16** Affluence | |
| 16 | 5/5 | Access | | |
| 17 | 5/10 | Final **Exam**  (In-class) | **All assignments are due today.** | |
| 17 | 5/12 | Final Exam Makeup (In-class) | | |

**Student Syllabus and Course Outline
CSA 105 Introduction to Software Applications Spring 2011**
**CSA-K105 - 11546.111111-Intro Software Applications**

Prepared by: Kem Barfield
Office hours: Tuesday and Thursday by appointment; other days possible also by appointment
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<u>**Catalog Description**</u>:                                                                 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 2007
Spreadsheets/Worksheets - Excel 2007
Database - Access 2007
Presentation Graphics - PowerPoint 2007
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.

<u>**Texts**</u>
Grauer,  Microsoft Office 2007, Volume 1, 3<sup>rd</sup> Ed. exploring series, copyright 2010

<u>**Software**</u>
myITLab, which can be accessed from the Internet with the code that comes with your text. You are NOT required to have your own software since Office 2007 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 2007. Office 2003 will work for many assignments but the navigation is significantly different so it would be difficult to follow the text instructions. Do NOT use WordPerfect, Works, Open Office or other non-Office applications to complete lab exercises where Office's specific formatting is required.

<u>**Materials**</u>
Bring single USB drive, 1Gb or more for storing files and assignments to each class meeting.  The best option is to use USB key flash memory (a.k.a. thumb drives, sticks or pen drives). Your name, class and section number must be reported on each storage medium.  Once you have learned to do so, you may also store files in Blackboard Vista File Manager.

<u>**Course Objectives**</u>
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.

<u>**Course Requirements**</u>
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 2007 suite, the Internet, and Blackboard Vista.

There will be a final exam project.

You will be given some time to complete to complete work in class after the day's lecture-demo/discussion. 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. Hands-on assignments are recommended if you do not feel you adequately understood the in-class demonstration and explanations. 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, discussion participation, and performance on hands-on exercises, projects, and tests.

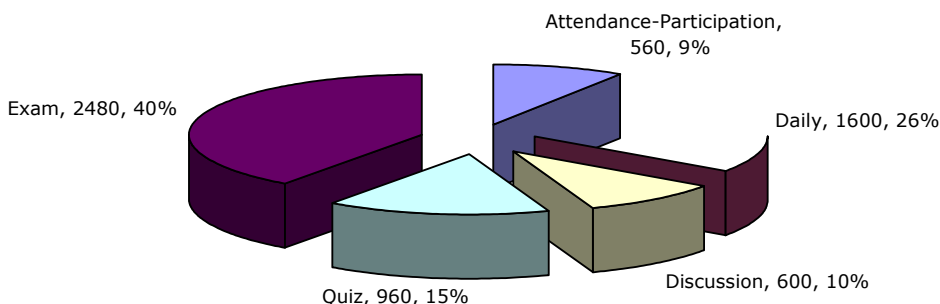## Teaching methodology used and activities
**You will**:
1. Attend daily class meetings, read and discuss the assigned material, participate in computer lab sessions utilizing Windows, the Internet, PowerPoint, Word, Access and Excel.
2. Hand in computer exercises and homework demonstrating completion 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. Prepare for and take all classes, assignments, quizzes, and exams.

## Evaluation Criteria and Grading Information
1. Evaluation will be based 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 mail, 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 **Assignment Points chart**.

### Assignment Points



- Attendance-Participation, 560, 9%
- Daily, 1600, 26%
- Discussion, 600, 10%
- Quiz, 960, 15%
- Exam, 2480, 40%

5. The following tables 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.

| | 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 | Week 17 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Attend | 20 | 40 | 20 | 40 | 40 | 40 | 40 | | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | | 560 |
| Daily | 100 | 100 | 100 | 100 | 100 | 100 | 100 | | 200 | | 100 | 200 | | 200 | 100 | 100 | | 1600 |
| Disc. | | 100 | | | 100 | | 100 | | | 100 | 100 | | 100 | | | | | 600 |
| Quiz | | | | 320 | | 320 | | | | | | | 320 | | | | | 960 |
| Exam | | | | | | | | | | 1200 | | | | | | | 1280 | 2480 |
| Total | 120 | 240 | 120 | 460 | 240 | 460 | 240 | 0 | 240 | 1340 | 240 | 240 | 460 | 240 | 140 | 140 | 1280 | 6200 |
| Cumm | 120 | 360 | 480 | 940 | 1180 | 1640 | 1880 | 1880 | 2120 | 3460 | 3700 | 3940 | 4400 | 4640 | 4780 | 4920 | 6200 | |

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| | 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 | Week 17 | Final Score |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Grade Grid** | | | | | | | | | | | | | | | | | | |
| Max | 120 | 360 | 480 | 940 | 1180 | 1640 | 1880 | 1880 | 2120 | 3460 | 3700 | 3940 | 4400 | 4640 | 4780 | 4920 | 6200 | 5800 |
| A | 114 | 342 | 456 | 893 | 1121 | 1558 | 1786 | 1786 | 2014 | 3287 | 3515 | 3743 | 4180 | 4408 | 4541 | 4674 | 5890 | 5510 |
| A- | 108 | 324 | 432 | 846 | 1062 | 1476 | 1692 | 1692 | 1908 | 3114 | 3330 | 3546 | 3960 | 4176 | 4302 | 4428 | 5580 | 5220 |
| B+ | 104 | 313 | 418 | 818 | 1027 | 1427 | 1636 | 1636 | 1844 | 3010 | 3219 | 3428 | 3828 | 4037 | 4159 | 4280 | 5394 | 5046 |
| B | 100 | 299 | 398 | 780 | 979 | 1361 | 1560 | 1560 | 1760 | 2872 | 3071 | 3270 | 3652 | 3851 | 3967 | 4084 | 5146 | 4814 |
| B- | 96 | 288 | 384 | 752 | 944 | 1312 | 1504 | 1504 | 1696 | 2768 | 2960 | 3152 | 3520 | 3712 | 3824 | 3936 | 4960 | 4640 |
| C+ | 92 | 277 | 370 | 724 | 909 | 1263 | 1448 | 1448 | 1632 | 2664 | 2849 | 3034 | 3388 | 3573 | 3681 | 3788 | 4774 | 4466 |
| C | 88 | 263 | 350 | 686 | 861 | 1197 | 1372 | 1372 | 1548 | 2526 | 2701 | 2876 | 3212 | 3387 | 3489 | 3592 | 4526 | 4234 |
| C- | 84 | 252 | 336 | 658 | 826 | 1148 | 1316 | 1316 | 1484 | 2422 | 2590 | 2758 | 3080 | 3248 | 3346 | 3444 | 4340 | 4060 |
| D+ | 80 | 241 | 322 | 630 | 791 | 1099 | 1260 | 1260 | 1420 | 2318 | 2479 | 2640 | 2948 | 3109 | 3203 | 3296 | 4154 | 3886 |
| D | 76 | 227 | 302 | 592 | 743 | 1033 | 1184 | 1184 | 1336 | 2180 | 2331 | 2482 | 2772 | 2923 | 3011 | 3100 | 3906 | 3654 |
| D- | 72 | 216 | 288 | 564 | 708 | 984 | 1128 | 1128 | 1272 | 2076 | 2220 | 2364 | 2640 | 2784 | 2868 | 2952 | 3720 | 3480 |
| F | 71 | 215 | 287 | 563 | 707 | 983 | 1127 | 1127 | 1271 | 2075 | 2219 | 2363 | 2639 | 2783 | 2867 | 2951 | 3719 | 3479 |

## Assignment Additional Explanations

1. **Discussions** (classroom discussions, Discs): Classroom discussions are graded exercises that are done in class. Your score on these discussions are based on your individual participation. You may need to pre-read to prepare for these discussions. If you miss class a paper assignment can be submitted in lieu of the classroom discussion.

| In-class Discussion Rubric | | | |
|---|---|---|---|
| 75-100 | Best | Orange | Showed creative or evaluative ability on the issue; shared personal connection; related issue to current events/news; connected issue to the paradox of affluence; answered questions succinctly; posed an intriguing and related idea |
| 50-75 | Better | Blue | Showed comprehensive ability of issue being discussed; expressed knowledge from text related to issue; brought in a news related clipping |
| 25-50 | Good | Green | Showed an understanding of issue being discussed; expressed knowledge from text related to issue |
| 0 | Poor | | Did not speak; did not contribute to discussion or did not answer question posed; spoke but did not meaningfully contribute; answered questions but off-topic or tangentially |

2. **Daily Assignments** (daily, dailies): Daily assignments are music theme and may be from the text, based on the text or independent of text. They have a music theme.
3. **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.
4. **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.
5. **Mastery Projects:** If your quiz or midterm exam score is low or you just want to improve your score, the mastery project is a way to help. The mastery project is averaged with your previous score to produce a new score. The mastery project may be from the text, based on the text or independent of text. You will not be given the mastery project automatically. If you have a low quiz score (e.g., below 70% the total available points), ask me for a mastery project.
6. **myITLab:** This is an online program that can help you improve your skills if you are having trouble in any area. You may be assigned sections of this lab as self tests before exams or quizzes.
7. **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 final exam project. If you are dissatisfied with your own performance on any quiz, discuss with me a mastery project.

## 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.

Computer Lab Staff—the computer lab in room E112 has trained student workers who may be able to provide assistance in many areas. The lab computers have more software than the library computers.

Library Staff—Library computers are frequently available.

IT Staff—Vicky Baker, William Lopez, Amanda MacTaggart and other IT staffers are excellent support technicians who may be able to assist you with technical issues such as login when I am not available.

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.

AskTASC –This online tutoring is provided by Three Rivers as a free service to our students. On-campus 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.

Blackboard Vista—I will place a number of files such as the syllabus and handouts in Vista for you.

myITLab: You will be introduced to myITLab, which will allow you to assess your own strengths and weaknesses. You may be required to use it to help prepare for quizzes and exams.

## 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. In this class absences are disconnected from missed assignments. Review the section on page 4 about how to make-up assignments when absent.

**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.

**Academic Honesty**—Plagiarism will result in an 'F' on the assignment as a minimum and can also result in dismissal from college programs and failing overall grades. I will check your work against web sources and past students' work and to make sure it is consistent with previous work you have given me.

**Online chatting**, **web surfing** and **emailing** during a lecture or demonstration portion of the class is prohibited.

**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 placed 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 or take calls in class.  Other electronic devices are allowed as long as they do not produce sounds.

**Blackboard Vista Usage**
Although the vast majority of your work is done on ground, you are required to use Blackboard Vista as a resource for downloading handouts, obtaining files, taking quizzes, viewing your grades, etc. It is a tremendous resource in all your courses at the college 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. An introductory workshop for myCommNet and Blackboard will be offered, the first week of classes