

**Assignment Sheet Spring 2010**  
**CSA-K105 - 11546.110111-Intro Software Applications**  
 TRCC Classroom E125 3:30 – 4:50 pm Tues. & Thurs.

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Week	Date	The Map - Lecture Topics	Daily (Americana Theme)	In – class Discussion
1	1/21	Windows, Computing Concepts, OS	<b>Daily 1</b> The CSA Syllabus- Extra Credit in Blackboard Vista	
2	1/26	Windows, Software/hardware, Internet, Blackboard Vista		<b>Disc. 1:</b> Internet Regulation or Freedom of Speech
2	1/28	Internet – basics,	<b>Daily 2</b> American Foods	
3	2/2	Internet – Search Engines	<b>Daily 3</b> American Language/Linguistics	
3	2/4	<b>College Professional Day – Classes Not in Session</b>		
4	2/9	Word – basics	<b>Daily 4</b> American TV	
4	2/11	<b>Computer Basics/ Windows Quiz 1 (In- class)</b>	<b>All assignments are due today.</b>	
5	2/16	Word - editing	<b>Daily 5</b> American South	
5	2/18	Word - formatting		<b>Disc. 2:</b> Files for the Good or Bad
6	2/23	Word – enhanced documents	<b>Daily 6</b> American Health Care	
6	2/25	<b>Word Quiz 2 (In-class)</b>	<b>All assignments are due today.</b>	
7	3/2	PowerPoint – basics, basic slideshow, outline & other views		<b>Disc. 3:</b> To Present or Not to Present
7	3/4	PowerPoint - formatting, design, layout,	<b>Daily 7</b> American Fashion	
8	3/9	<b>Spring Break - Classes Not in Session</b>		
8	3/11	<b>Spring Break - Classes Not in Session</b>		
9	3/16	PowerPoint – Illustration, album	<b>Daily 8</b> American Architecture	
9	3/18	PowerPoint – Animation, media, sound	<b>Daily 9</b> American Music	
10	3/23	Excel – spreadsheet concepts, basics, using spreadsheets, find and compute information		<b>Disc. 4:</b> Spreadsheet Shortcomings or Strengths
10	3/25	<b>Mid-term Exam (in Blackboard Vista)</b>	<b>All assignments are due today.</b>	
11		Excel - create basic worksheets	<b>Daily 10</b> American Dance	
11	4/1	Excel – format worksheets		<b>Disc. 5</b> Copyright Protection or Impediment
12	4/6	Excel – more work with functions & formulas	<b>Daily 11</b> American Politics	
12	4/8	Excel - data tools, filters, sorts, what-if analysis, advanced filter	<b>Daily 12</b> American Pop Culture	
13	4/13	Excel - Charts		<b>Disc. 6:</b> Future of Computing Money or Innovation
13	4/15	<b>Excel Quiz</b>	<b>All assignments are due today.</b>	
14	4/20	Access – Basic databases, using a database	<b>Daily 13</b> American Sports	
14	4/22	Access -- Creating a database	<b>Daily 14</b> American Politics	
15	4/27	Access –Queries, relationships	<b>Daily 15</b> American Military	
15	4/29	Access --Forms		
16	5/4	Access --Reports	<b>Daily 16</b> Affluence	
16	5/6	Access		
17	5/11	<b>Final Exam (In-class)</b>	<b>All assignments are due today.</b>	
17	5/13	<b>Final Exam Makeup (In-class)</b>		

See [page 4](#) for the Grade Grid table.

**Student Syllabus and Course Outline**  
**CSA 105 Introduction to Software Applications Spring 2010**  
CSA-K105 - 11546.110111-Intro Software Applications

Prepared by: Kem Barfield

Office hours: Tuesday and Thursday by appointment; other days possible also by appointment

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**Catalog Description:**

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.

**Texts**

Grauer, Microsoft Office 2007, Volume 1, exploring series, copyright 2008

**Software**

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, or other non-Office applications to complete lab exercises.

**Materials**

Bring four 3 ½" high density labeled floppy disks or a single USB drive 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.

**Course Objectives**

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.

**Course Requirements**

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 time to complete to complete work in class after the day’s lecture/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. 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, participation, and performance on hands-on exercises, projects, and tests.

**Teaching methodology used and activities**

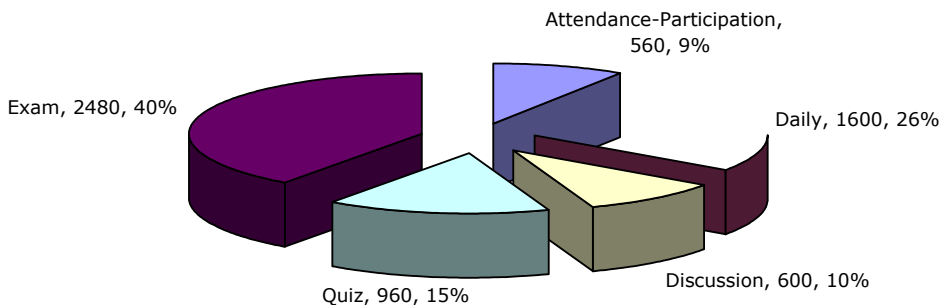
You will:

1. Attend daily class meetings, read and discuss the assigned material, participate in computer lab sessions utilizing Windows, the Internet, Word, Access and Excel.
2. Be prepared to 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. Be prepared to take all classes, assignments, quizzes, and exams.

**Evaluation Criteria and Grading Information**

1. Evaluation will be 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 email, 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**



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
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	

Grade Grid																		
	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
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 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. There will also be sound files with the VOICE icon, which are selected readings from the text; this will help you in getting the reading done. You will need headphones or computer with speakers to utilize them.

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.

**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 community colleges 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.