

SYLLABUS – CSA 105

Microsoft Office 2010: Volume 1, Windows 7 Edition

Instructor: Martin Benvenuti

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Course Description:

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 7, Microsoft Office Word 2010, Microsoft Office Excel 2010, Microsoft Office Access 2010, Microsoft Office PowerPoint 2010, exploring the Internet, and integration of the applications.

Text/Materials:

Text: *Microsoft Office 2010: Volume 1* - ISBN: 978-0-13-612232-9

Optional Web Based: MyITLab - www.myitlab.com – Key Code Required

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: End of Chapter Quizzes are required to help ensure students stay up with assigned material.
4. Exams: Four exams will be given. The exams will also be available on MyITLab.com and will test assigned readings and material discussed in class..
5. Participation: Student participation will be graded by the level of class participation and attendance.

Grading:

Total grade will be computed as follows.

Exam #1: 5%

Exam #2: 5%

Exam #3: 5%

Exam #4: 5%

Quizzes (16): 10%

Assignments (33): 66%

Participation: 4%

See TRCC guidelines for +/- Grade/Percentage Matrix

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting me via email.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments may be assessed a penalty of 10% per week..

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Web page for additional information about Office 2003, or to post a question about this course.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Course Outline

Assignment Descriptions:

Hands On Exercises are a series of online student exercises that test your knowledge of chapter content and key terms. Multiple Choice covers your understanding of the material in the text and the exercises are reinforcements of key skills.

<u>Week</u>	<u>Date</u>	<u>Text Section</u>	<u>MyITLab.com & TRCC Lab Assignments</u>	<u>Reading Assignments & Due Dates:</u>
1		Essential Computing Concepts	Initial Assessment Exercise Computer comparison assignment	Due date will be announced in class
2		Getting started w/ Windows 7	Vista assignments from Text and/or MyITLab.com	Due date will be announced in class
3-5		Word Chapters 1, 2, 3 & 4	All Hands On Exercises, End of Chapter M. C. a Practice Exercise and a Mid-Level Exercise*	Due date will be announced in class
6 ~ 8		Excel Chapters 1, 2, 3 & 4	All Hands On Exercises, End of Chapter M. C. a Practice Exercise and a Mid-Level Exercise*	Due date will be announced in class
9 ~ 11		Access Chapters 1, 2, 3 & 4	All Hands On Exercises, End of Chapter M. C. a Practice Exercise and a Mid-Level Exercise*	Due date will be announced in class
12 ~ 14		PowerPoint Chapters 1, 2, 3 & 4	All Hands On Exercises, End of Chapter M. C. a Practice Exercise and a Mid-Level Exercise*	Due date will be announced in class
15		Finish Assignments/Make up day		

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