Three Rivers
COMMUNITY COLLEGE

Introduction to Software Applications: Spring 2008
Course #CSA K105
Technologies Department

Course Description:

This is a course in computer fluency. It will be one of the more important courses that you take in your college career for two reasons. First, you will be able to use the things that you learn in this course in just about every other course that you take at Three Rivers Community College. You will need to communicate - write papers, make charts, make slide presentations, etc. Second, in this age of information, you will be able to use the tools that you learned about to function in your home and work place. You will need to communicate for the rest of your life. This course will provide you with some of the basic tools to do so in a professional manner. In the course, we will be working primarily with the modules of Microsoft Office 2003, namely, WORD, EXCEL, POWERPOINT and ACCESS. This course is a hands-on course: you may choose to use the College computers, but access to a computer off-campus would be most helpful.

Course Objectives:

- Basic proficiency with the MS Windows XP interface, web browser (MS Explorer) and MSOffice 2003 productivity software; word processing, spreadsheets, database and presentations.
- Acquisition of a basic working vocabulary and knowledge of computer and information

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Instructor:

PROF Patrick H. Knowles Jr.   Room 203B (TV)   ph: 885-2379
pknowles@trcc.commnet.edu

Text Book:

Microsoft Office 2003 Vol. I, 2nd edition Robert T. Grauer and Maryann Barber, Prentice Hall, Inc., 2007, ISBN: 0-13-221070-3 (spiral bound).

Instructor Assistance:

Seeking help from the instructor outside of class is encouraged if you are having difficulty understanding course material. Feel free to Email/call for an appointment during office hours.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to success in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor. Some of the frequent violations of the code and policies include but are not limited to:

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

Homework:

Homework is not mandatory in the sense that failure to complete will detract from your course average. However, completing homework has been found to be extremely helpful in understanding and reinforcing the concepts covered in class. In addition, homework problems are VERY representative of the types of problems that will appear on the Exams.

Attendance:

Attendance will be taken and although it is not intended to be use for grading purposes, it maybe used for decision on the part of the final grade.

Grading Policy:

Course evaluation will be based on practical exercises, quizzes and exams. Approximately one hour of the class meeting will be devoted for each exam. Final grades will be based on a normal distribution of all students taking the course based on the following weighting:

Quiz Average	30%
Exam Average	40%
Homework Average	30%

Homework (practical exercises) is due on the class meeting date after it is assigned at the beginning class. Late homework will not receive credit.

Withdrawal:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" available in the Registrar's office within the time limits of the semester calendar. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. The last day to withdraw from classes is **29April2008**.

Disabilities Statement:

If you are a student with a disability and believe you will need accommodations for this class, you must contact the Disabilities Counseling Services at 860/823-2830. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. The instructor cannot provide accommodations until and accommodation letter from the Disabilities Counselor is received.

Date	Class #	Topic	Reading	Homework
25-Jan	1	Getting Started With Windows	"Red"	Practice Exercise (PE) 1 & 3; Windows Quiz
1-Feb	2	Essential Computer Concepts	"Green"	- Essentials Quiz
8-Feb	3	The Internet and World Wide Web	"Grey"	Practice Exercise (PE) 1, 2, 3 & 7; Internet Quiz
15-Feb	5	**Exam 1**; MS Word	"Dark Blue"	Practice Exercise (PE) 1, 2, 3 & 6; Word 1&2 Quiz
22-Feb	6	MS Word	"Dark Blue"	
29-Feb	7	MS Word	"Dark Blue"	
7-Mar	8	MS Word / MS Excel		
14-Mar	9	**Exam 2**; MS Excel		
28-Mar	10	MS Excel		
4-Apr	11	MS Excel		
11-Apr	12	MS Excel		
18-Apr	13	**Exam 3**; MS Access		
25-Apr	14	MS Access		
2-May		MS PowerPoint		
9-May		**Final Exam**		