CSA K105 Course Outline

Spring 2008

Course: CSA K105 - Introduction to Software Applications

Program: Computer Science – Applications

Hours: Lecture: MW 2:00 pm–4:30 pm (Room E119, Thames)

Instructor: Allan Anderson
Office: Thames Valley Campus, Room 204
Office Hours: Monday (4:50 pm - 5:50 pm)
                Wednesday (1:50 pm - 2:50 pm)
                Wednesday (4:20 pm - 5:20 pm)
Messages: Phone: (860) 885-2392 (Voice Mail)
                E-mail: aanderson@trcc.commnet.edu
                Written: Mailbox, Room 224

Semester: Spring 2008

Dates: Jan. 28 – May 7 with Final exam project due on May 12. No class on Feb. 4 (makeup date is Wednesday, May 7).

Prerequisite(s): None

Required Text: Microsoft Office 2003 - Second Edition, Volume 1, by Robert T. Grauer and Maryann Barber, Prentice Hall Publishing, 2007

Supplies and Materials: One (1) USB memory stick for students requiring use of on-campus computer labs for course completion

Course Description:

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
- Spreadsheets/Worksheets - Excel
- Relational Database Management - Access
- Presentation Graphics - PowerPoint
- 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.

Course Objectives

1. 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.
2. To provide the student with an understanding of why businesses, industries, and government agencies require the processing and conversion of data into information.
3. 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

1. Each student will be expected to complete a series of lab hands-on exercises and projects during the semester.
2. There will be a final exam project.
3. 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, and performance on hands-on exercises, projects, and tests.

Tests

Tests will be in short answer or multiple choice form, and will cover material from both lectures and the text. Tests may be either announced or unannounced. An unexcused absence from an announced test will result in a score of zero for that test. Excused absences from announced tests must be requested in advance of the date (e-mail is the preferred notification method).

Grading Policy

The final grade for this course will be determined by the following percentages:

Chapter Projects	20%
Chapter Hands-On Exercises (HOEs)	30%
Final Exam Project	30%
Tests	20%

Course grades will be assigned as objectively as possible, according to the following scale (a class curve may be used at the discretion of the instructor):

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

Course Policies

<u>Student Responsibility</u>: The responsibility for obtaining and completing all missed work rests solely with the student.

<u>Lab Work and Assignments</u>: Interaction with the instructor and fellow students is an integral part of the learning process. Students are allowed to obtain assistance from fellow classmates on lab assignments, but must personally use the keyboard or mouse for all keystrokes/mouse actions to complete the assignments. All work submitted for grading must be the student's own.

Handicapped or Disabled Students

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

Ethics/Honor Code

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

- 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.
- Duplicating or distributing copies of copyrighted software program.
- Unauthorized access or use of university computers, computer systems or computer network.
- Creating, sending or distributing electronic chain letters.
- Using a disk containing a virus in a computer lab or computer system, and distributing the virus any computer network.
- Using college computers, computer systems, or computer network to view or distribute profanity or objectionable material.

<u>College Withdrawal Policy</u>:
 Students may withdraw, through the Registrar's Office, for any reason until April 29. The withdrawal process <u>must be initiated by the student</u>. Failure to do so will result in a semester grade based on the work completed before the student stopped attending the class.

Course Outline

Week	Topics	Text Assignments
1 1/28	Getting Started: Essential Computing Concepts Getting Started with Microsoft Windows XP The Internet and World Wide Web	Essential Computing Concepts, pp 889-944 Getting Started with Microsoft Windows XP, pp 1-72 The Internet and World Wide Web, pp 825-888
2 2/11	Microsoft Word 2003: What Will Word Processing Do for Me?	Microsoft Word, Chapter 1, pp 73-120
3 2/18	Gaining Proficiency: Editing and Formatting	Microsoft Word, Chapter 2, pp 121-174 All Microsoft Windows XP and Internet Explorer HOEs Due Computing Concepts, XP, and Internet Test
4 2/25	Enhancing a Document: The Web and Other Resources	Microsoft Word, Chapter 3, pp 175-224
5 3/3	Advanced Features: Outlines, Tables, Styles, and Sections	Microsoft Word, Chapter 4, pp 225-280
6 3/10	Introduction to Microsoft Excel 2003: What Is a Spreadsheet	Microsoft Excel, Chapter 1, pp 2811-344 Microsoft Word Test All Microsoft Word HOEs and Project Due

7 3/24,	Gaining Proficiency: The Web and Business Applications Graphs and Charts: Delivering a Message	Microsoft Excel, Chapter 2, pp 345-388 Microsoft Excel, Chapter 3, pp 389-438
8 3/31	Using Spreadsheets in Decision Making: What If?	Microsoft Excel, Chapter 4, pp 439-496
9 4/7	Introduction to Microsoft Access 2003: What Is a Database?	Microsoft Access, Chapter 1, pp 497-544 Microsoft Excel Test All Microsoft Excel HOEs and ProjectDue
10 4/14	Tables and Forms: Designs, Properties, Views, and Wizards	Microsoft Access, Chapter 2, pp 545-598
11 4/21	Information from the Database: Reports and Queries	Microsoft Access, Chapter 3, pp 599-656
12 4/28	Proficiency: Relational Databases, Pivot Charts, and the Switchboard	Microsoft Access, Chapter 4, pp 657-704
13 5/5	Introduction to PowerPoint 2003: Presentations Made Easy	Microsoft PowerPoint , Chapter 1, pp 705-768 Microsoft Access Test All Microsoft Access HOEs and Project Due
14 5/7	Gaining Proficiency: Slide Show Tools and Digital Photography	Microsoft PowerPoint , Chapter 2, pp 769-824 Microsoft PowerPoint Test All Microsoft PowerPoint HOEs and Project Due
15 5/12	Final Exam Project -: Integrated Case Study: Alternate Airways	Case Study 2, pp 1009-1023Final Exam Project Due

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