

Intro to Software Applications – CSA K105-T14**Spring 2012 Syllabus****Room E125, Monday & Wednesday, 3:30 – 4:45 PM**

Instructor: Prof. Wanda Short
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Office Hours: Wednesdays 11:00 am – Noon; Thursdays 1:00 – 3:00 pm; Other Dates/Times by Appointment

Course Description:**CSA* K105 (3 CREDIT HOURS) INTRODUCTION TO SOFTWARE APPLICATIONS**

This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access, Power Point and Internet Explorer. A small amount of time will be devoted to the environment, i.e. operating system platform and graphical user interface (GUI).

Prerequisite: None
Method: Lecture and Lab using Personal Computers
Text: Exploring Microsoft Office 2010, Volume 1, Grauer | Poatsy | Mulbery | Hulett | Krebs | Mast
Published by Prentice Hall, ISBN 9780136122326

Course Materials:

- TEXT INCLUDES A CD-ROM OF ALL PRACTICE AND DATA FILES FOR THIS COURSE.
- STUDENTS WILL **ALSO NEED A MEMORY STICK** OF AT LEAST **1GB** TO HOLD DATA AND COMPLETED PRACTICE AND HOMEWORK FILES, FOR WORD, EXCEL, POWER POINT, ACCESS AND ALL STUDENT GENERATED COURSE MATERIAL

Course Objectives:

Students will gain a working knowledge of Windows 7, File Management and Microsoft Office Applications; WORD, EXCEL, POWERPOINT, and ACCESS 2010. Students will learn how to plan, design generate, and modify Microsoft Office 2010 Applications. OBJECTIVES for each assigned chapter are included at the beginning of the chapter.

Homework:

Homework is due on the assigned date at the beginning of class. If you cannot attend a lecture due to extraordinary events, notify the instructor in advance of the class you will miss. Unless special arrangements have been made with the instructor in advance, the due date for written work will not change. You are responsible for obtaining the information covered at any class you miss. Homework will require a cover page showing your name, assignment title and page number in text.

Grading Policy:

In-class exams will be given after completion of each major section of WORD, EXCEL, POWERPOINT and ACCESS. There will be no in-class FINAL EXAM. Each exam will cover material in “White,” pages, “Yellow” pages, and “Practice Exercises” at end of each chapter. Also, review “Multiple Choice” at end of each chapter. Assignments include Homework, Practice Exercises, Mid Level Exercises, Capstone Exercises and Mini Cases Exercises. Exams that are missed for any reason cannot be made up unless **prior** arrangements are made with the instructor. Final grades based on the following weighting:

➤	60%	Homework
➤	40%	Exams
		<hr/>
	100%	Total

Attendance:

This course is designed in such a way that a student should get more from the in-class activities than from the textbook alone. Therefore, students are expected to attend class regularly. Though students will not be penalized for non-attendance, they will be responsible for material covered in their absence. It will be the student's responsibility to determine what assignments have been missed and to ensure that they are made up in a timely manner. Attendance will be noted for each class and may be used for extra-credit of 1 to 3 points in determining final grades.

Class Room Policies:

Cell phones brought to class shall be off and out of site (no texting). Language and behavior that is disrespectful, or disruptive, to others is unacceptable; Students should refer to their Student Handbook for examples of such behavior as well as additional school policies.

Instructor Assistance:

Seeking help from the instructor outside of class is encouraged if you are having difficulty understanding course material. You are encouraged to seek assistance during class as well as during office hours and other times by appointment.

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.

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 an accommodation letter from the Disabilities Counselor is received.

Academic Integrity:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed 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. A grade of "0" may be assigned upon infraction of this policy.

<u>COURSE TOPIC</u>	<u>NUMBER OF WEEKS COVERED</u>
Windows 7 and Office Fundamentals	1 week
Microsoft Office Word 2010	4 weeks
Microsoft Office Excel 2010	4 weeks
Microsoft Office Power Point 2010	3 weeks
Microsoft Office Access 2010	3 weeks