

SYLLABUS
Computer Applications I
CSA-K105 – CRN-30120



Instructor:

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Room E-119
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Scheduled Classes:

Fridays, January 20th – May 11th, 2012 (6:00PM-8:45PM)
No class on March 23rd or April 6th (College Closed)



Office Hours:

As requested by students

Course Description:

Course number: CSA-K105
Course title: Computer Apps I
Credits: 3 Semester Hour
Prerequisites: None

This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, and the Internet Explorer.

Text: Exploring Microsoft® Office 2010 Volume I 1st Edition by Grauer, Prentice Hall Publishing.

Note: *All students must have their own books*

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Objectives:

1. Understand the Windows 7 desktop / Managing Windows 7
2. Managing Office Fundamentals and File Management
 - Move, copy, and delete files and folders and retrieve them from the Recycle Bin
 - Do a screen capture and active window capture
 - Describe the Internet and its history and explain how to access it
 - Use a browser such as Internet Explorer to access the World Wide Web
 - Download files
 - Use a search engine to answer an assigned question
3. Understand Microsoft Word 2010 (see text page X)
4. Understand Microsoft Excel 2010 (see text page XI)
5. Understand Microsoft Access 2010 (see text page XIII)
6. Understand Microsoft Power Point 2010 (see text page XIV)

Instructional Modes:

1. Lecture
2. Discussion
3. Demonstration
4. Production (Homework & Lab)

Classroom Restrictions:

No eating, drinking, or smoking is permitted in the room at any time.

Academic Dishonesty:

Conduct which is as its intent to effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitutes academic dishonesty. In the event of academic dishonesty, I reserve the right to award an "F" for the course to one or both participating individuals.

Additional Comments:

A substantial amount of out-of-class practice in our computer labs is required for success in this skilled course. It is ***Strongly Suggested*** that additional practice be accomplished outside of class. As with learning any new skill, repetitive practice develops and delivers desired results.

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There will be out-of-class assignments during this course, and it is ***Strongly Suggested*** that all work be accomplished in the computer lab. The assignments will test and develop your skills to different degrees based on your existing skill level. Computer lab availability is posted outside computer labs.

Students are also reminded that classroom demeanor is a vital part of participation. Students should behave appropriately at all times and are asked to practice common courtesy, recognizing each person's right to learn in an atmosphere conducive to the learning experience. Students who violate the rules of courtesy and/or professional demeanor will be asked to leave.

Students are asked to participate in class discussions and material review. Participation enhances the learning experience and allows the student and instructor the opportunity to learn from each other.

Other areas to consider are: responsibility, dependability, motivation to achieve, adaptability, enthusiasm, judgment, cooperation, efficiency, imagination-creativity, maturity and sensitivity.

Disabilities and Learning Difference Statement:

If you have a hidden or visible disability or a learning difference which may require classroom or test-taking modification, please see me as soon as possible.

Planned Schedule:

- I. Windows and the Internet – 3 weeks
 - A. Microsoft Windows 7
 - B. Essential Computing Concepts
 - C. The Internet and the World Wide Web
- II. Microsoft Word – 3 weeks
 - A. Chapter 1
 - B. Chapter 2
 - C. Chapter 3
- III. Microsoft Excel – 3.5 weeks
 - A. Chapter 1
 - B. Chapter 2
 - C. Chapter 3
- IV. Microsoft Access – 3 weeks
 - A. Chapter 1
 - B. Chapter 2
- V. Microsoft PowerPoint – 2.5 weeks
 - A. Chapter 1
 - B. Chapter 2

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Course Grading:

Quiz averages:	40%
Homework:	10%
Midterm:	25%
Final:	25%

PLEASE TAKE NOTE: *A quiz is generally given at the start of each class session. Students arriving late will not be able to take the quiz during that session. Midterm and final examinations cannot be taken other than the day scheduled without prior arrangement and special permission. Homework must be submitted prior to the next class session to be counted as grade points unless specifically noted by the instructor.*