Intro Software Aplicatns I
Spring 2012 - 10351 CSA* K105 T13
Three Rivers Community College

Mr. William A Lopez
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Computer Application I
Jan 19, 2012 - May 16, 2012

Class Schedule: Days	Time	Building	Room
Tuesdays and Thursdays	9:30 am to 10:45 pm	TRCC	E116

Required Text: Exploring Series Microsoft Office 2010 volume I, by Robert T. Grauer, Prentiss Hall, NJ.

Required Course: None

Course Credit Hours: 3

Grade Type: Letter Grade (A - F-)

Grade Percentages: 10% - Exam-Concepts/Window/Internet

10% - Exam-Word

10% - Exam-Excel

10% - Exam-Access

60% - Assignments

+10% - Attendance/Participation/

Objectives:

- Encourage effective communication via email
- Provide the knowledge to research a topic using the Internet
- Provide the knowledge to maneuver and manipulate files.
- Provide the knowledge to create and edit documents containing graphics and tables
- Provide the knowledge to use spreadsheets to tabulate and analyze data
- Provide the knowledge to create and use a simple database
- Introduce basic designing of presentations

Dates To Remember:

Feb 14, 2012	**Exam-Concepts/Windows/Internet and Late Work**
March 13, 2012	**Exam-Word and Late Work and Hands-On Exam**
Apr 10, 2012	**Exam-Excel and Late Work and Hands-On Exam**
May 8, 2012	**PowerPoint-Passion Presentations**
May 15, 2012	**Exam-Access and Late Work and Hands-On Exam**

Course Evaluation:

Exams will require the student to use what they have learned without the aid of detailed instructions. They will be worth 40% of the course grade. There will be no quizzes, no mid-term and no final exam. Your grade will be based on your homework/assignments and your performance on the exams.

All assignments are to be submitted via email to the addresses provided on the front cover of this document. Word documents and Excel spreadsheets are to be sent as attachments to an email and or completed as the MyITLab online assignments. All emails must include your name, course name and the name of the assignment. All assignments will be due by midnight on the day of the Exam date. (See dates to remember) All homework assignments will be graded. The sum of all homework assignments will constitute 60% of the grade for this course. ***Reading the book is important!!!!***

The first 15 minutes of each class will be set aside as labs; to work on assignments and answer questions or problems dealing with the assigned work, etc. The rest of the class will be taken up by new material.

Attendance and participation is important and mandatory. Ten percent of your total grade can be earn in this manner. More than three absents would not be in the students best interest.

Reading the book is important!!!!