

<p style="text-align: center;">CSA K105 Intro Software Applications Course Syllabus</p>

Instructor: Tish Lorinsky
Semester: Fall 2011
Days: Monday Wednesday Friday
Phone: 860-334-6583
Email: LLorinsky@trcc.commnet.edu
Office Hours: By Appointment

Course Description

This course introduces the main software packages offered by Microsoft which includes a word processor, a presentation application, an electronic spreadsheet, and a database management system. A small amount of time will be devoted to the operating system platform.

Course Objectives

Students will gain an extensive working knowledge of the Windows operating system and the Office applications: Word, PowerPoint, Excel and Access. Specific objectives for each topic will be covered at the beginning of each assigned chapter.

Required Text and Supplies

1. Microsoft Office 2010 Volume I
2. A memory stick with minimum of 256 MB memory to store practice files and homework

Method of Evaluation

The grade for this course is based on the average of the class work/homework grades averaged with the average of the test scores. There are four main topics: Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Access. Grades are assigned as follows:

<u>Grades</u>	<u>Equivalent</u>
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
F	0-62

Makeups

Makeup for a missed test will be scheduled at the end of the semester

Attendance

Students who are registered for this course are expected to attend class regularly. Attendance will be taken at each class.

Classroom Conduct

Please turn cell phone ringers off.

Students are expected to be punctual and prepared for class. *Students are also expected to be considerate of other students by refraining from conversation during the lecture portion of the class.* Course related questions and/or comments are encouraged.

Assignments

Students are expected to read the white pages of each assigned chapter. Homework assignments will be given from each chapter. Students may work with fellow students on homework assignments; however each student must complete the assignments. All work submitted for grading must be your own. Late homework will not be accepted.

Disabilities Statement

If you have a hidden disability, which may require classroom or test taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify a disability counselor at 823-2831 for the Mohegan campus and 885-2612 for the Thames campus.

Ethics/Honor Code

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

Introduction Software Applications

Course Topics and Content

Windows 7	1 week
Chapter 1: Getting Started With Windows 7	
Office Fundamentals And File Management	1 week
Chapter 1: Office Fundamentals and File Management	
Microsoft Office Word 2010	4 weeks
Chapter 1: Introduction to Word	
Chapter 2: Document Presentation	
Chapter 3: Collaboration and Research	
Chapter 4: Document Productivity	
Microsoft Office PowerPoint 2010	2 weeks
Chapter 1: Introduction to PowerPoint	
Chapter 2: Presentation Development	
Chapter 3: Presentation Design	
Microsoft Office Excel 2010	4 weeks
Chapter 1: Introduction to Excel	
Chapter 2: Formulas and Functions	
Chapter 3: Charts	
Microsoft Office Access 2010	3 weeks
Chapter 1: Introduction to Access	
Chapter 2: Relational Databases and Queries	
Chapter 3: Customize, Analyze, and Summarize Query Data	