

Syllabus
Intro Software Applications I
Spring 2011 - 10351 CSA* K105 T7
Three Rivers Community College



Mr. William A Lopez
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Computer Application I
Jan. 20th through May 12th

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

Required Text: Exploring Series Microsoft Office 2007 volume I, by Robert T. Grauer, Prentiss Hall, NJ. (I do not care which Edition)

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 15, 2011	Exam-Concepts/Windows/Internet and Late Work
Mar 08, 2011	Exam-Word and Late Work and Hands-On Exam
Apr 19, 2011	Exam-Excel and Late Work and Hands-On Exam
May 05, 2011	PowerPoint-Passion Presentations
May 12, 2011	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. 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 earned in this manner. More than three absents would not be in the student's best interest.

Reading the book is important!!!!