Course Number/Title: CSA* K105 (CRN# 10949) Introduction to Software Applications – Spring 2010, M/W/F 2:00 p.m. – 2:50 p.m.

Instructor: Kimberly O'Connor, Room C241A
E-mail: koconnor@trcc.commnet.edu
Phone: 892-5761 (w) – office hours 8:00 – 5:00

Course Description: This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access, PowerPoint and Internet Explorer. A small amount of time will be devoted to the computing environment, i.e. operating system platform.

Text: *Microsoft® Office 2007 Volume 1, Second Edition – Robert T. Grauer*

Attendance: Generally expected. Please notify the instructor if you will not be attending a class session. <u>Any more than 3 excused absences may result in points off of your final grade.</u>

Grading:
1. Four take-home exams (Word, Excel, Access, Final). **If you are not present on the day an exam is given out it is your responsibility to contact the instructor for the exam.**
2. Lab assignments/homework
3. Attendance/participation

Class structure:

- Class time will be a combination of lectures and lab time for completing assigned work. I will give lab assignments once I am done lecturing.
- Any assigned work will be due the following class for 100% percent credit. Any assignments handed in the following class after it is due will receive 50% credit. **Homework assignments submitted after this will not be accepted for credit.**
- Grading of lab assignments will be based on accuracy and completeness. If corrections need to be made I will let you know. I will not return the labs if I feel that the assignment is accurate and complete.
- All pages of an assignment should be stapled together as <u>one package</u>. Make sure that your name is on page one. You may also e-mail me the assignments as attachments to the e-mail address above if you prefer.
- We will be copying the exercise files that you will need for the labs to your personal space on the I:\ drive. I will show you how to do this during the first class. From that point forward, all exercise files should be opened from the I:\ drive and all work should be saved there; **OR**
- It is my strong suggestion that you purchase a USB flash/jump drive so that you can copy the exercise files in case you need to finish your work at home. You may also choose to work solely from the files on your flash/jump drive.

Logging on to Network:
1. Username = Banner ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter <u>only</u> capitalized) + &
   + last 4 digits of SSN (password <u>is</u> case sensitive)
   Example: Oct&6789
              for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

Mapping to I:\drive:

1. Right-click on My Computer
2. Pull down the Tools Menu
3. Select I:
4. Type in \\trccstudent\########$ (where ######## is the student's banner ID without the @sign
   – REMEMBER to append the $ at the end)

To Reset Forgotten Password:

- http://www.commnet.edu/netid/

College Withdrawal Policy:
A verbal "drop or withdrawal" from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY.

Instructor's Attendance Policy:
Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend all classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course.

Academic Dishonesty:
Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

(You must submit your own work. If it is determined that you have submitted another student's work as you own, disciplinary action will be brought against both you and the other student. Academic dishonesty will not be tolerated.)

Cellular Phones and Beepers:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

Disabilities and Learning Difference Statement:

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Kathleen Gray (885-2328) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

Early Warning Policy:

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Notification of Cancelled Class:

If circumstances allow, I will post an announcement in Blackboard Vista if I am unable to attend a class. Obviously, if the College has announced a full college closing, I will not be in attendance.

Additional Comments:

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed using Microsoft Office 2007. If you do not have the needed software at home, there is a computer lab available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

Disclaimer:

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

CSA* K105 (CRN #10949) COURSE SCHEDULE AND ASSIGNMENTS

Spring 2010
Instructor: Kim O'Connor

Jan. 22	Introduction, Syllabus, Class Expectations, Download files
Jan. 25, 27, 29	**Office Fundamentals, Word – Chapters 1-4**
Feb. 1, 3, 5	**Word – Chapters 1-4**
Feb. 8, 10, 12	**Word – Chapters 1-4 – *Word exam handed out (take-home)***
Feb. 17, 19	**Feb. 15, No Class Excel Chapters 1-4**
Feb. 22, 24, 26	**Excel Chapters 1-4**
Mar. 1, 3, 5	**Excel Chapters 1-4**
Mar. 8-12	**Spring Break – Classes Not in Session**
Mar. 15, 17, 19	**Excel Chapters 1-4 – *Excel exam handed out (take-home)***
Mar. 22, 24, 26	**Access Chapters 1 - 3**
Mar. 29, 31	**Apr. 2nd, No Class Access Chapters 1 - 3**
Apr. 5, 7, 9	**Access Chapters 1 - 3**
Apr. 12, 14, 16	**Access Chapters 1 – 3 - *Access exam handed out (take-home)***
Apr. 19, 21, 23	**PowerPoint Chapters 1 - 4**
Apr. 26, 28, 30	**PowerPoint Chapters 1 - 4**
May 3, 5, 7	**PowerPoint Chapters 1 - 4**
May 10, 12, 14	**PowerPoint Chapters 1 – 4 - Final Exam handed out (take-home)**
May 17	**Last Day of Class – Final Exam due**