

Syllabus
Intro Software Applications I
Fall 2012 - 31276 CSA* K105 T21
Three Rivers Community College



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Computer Application I
Aug 27, 2012 - Dec 19, 2012

Class Schedule:	<u>Days</u>	<u>Time</u>	<u>Building</u>	<u>Room</u>
	Mondays, Wednesdays and Fridays	10:00 am to 10:50 pm	TRCC	E119

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:

Sept 24, 2012 **Exam-Concepts/Windows/Internet and Late Work**

Oct 15, 2012 **Exam-Word and Late Work and Hands-On Exam**

Nov 19, 2012 **Exam-Excel and Late Work and Hands-On Exam**

Dec 17, 2012 **PowerPoint-Passion Presentations**

Dec 17, 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. 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 few 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!!!!