

CSA K105 Intro Software Applications

Course Syllabus

Instructor: Tish Lorinsky
Semester: Fall 2012
Days: Monday Wednesday
Place & Time: CSA*K105 T22 Room E214, 2:00-3:15pm
CSA*K105 T26 Room E214, 3:30-4:45pm
Phone: 860-334-6583
Email: LLorinsky@trcc.comnet.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 Second Edition
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 homework grades (50%), test scores (40%) and attendance (10%). There are four tests: 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 and 10% of final grade is based on attendance.

Classroom Conduct

Please turn cell phone ringers off.

Please do not use class time on social networking sites such as Facebook or Twitter.

Students are expected to be punctual and prepared for class. *Students are also expected to be considerate of other students by refraining from personal conversations 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 and submit his/her own work. Late homework will not be accepted past the test date of the topic.

Disabilities Statement

If you have a hidden disability, which may require classroom or test taking modifications, please see me as soon as possible.

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.

Intro Software Applications

Course Outline Fall 2012

Class #	Date	Lecture	Assignments
1	8/27 Mon.	Windows 7 (pg.2)	
2	8/29 Wed.	Office Fundamentals (pg. 54)	
No class	9/3 Mon.		
3	9/5 Wed.	Office Fundamentals	
4	9/10 Mon.	Word Ch. 1 (pg. 124)	
5	9/12 Wed	Word Ch. 1	
6	9/17 Mon.	Word Ch. 2	
7	9/19 Wed.	Word Ch. 2	
8	9/24 Mon.	Word Ch. 3	
9	9/26 Wed.	Word Ch. 3	
10	10/1 Mon.	Word Ch. 4	
11	10/3 Wed.	Word Ch. 4	
12	10/8 Mon.	Word Test	
13	10/10 Wed.	PowerPoint Ch. 1&2 (pg. 808)	
14	10/15 Mon.	PowerPoint Ch. 3&4	
15	10/17 Wed.	PowerPoint Review	
16	10/22 Mon.	PowerPoint Test	
17	10/24 Wed.	Excel Ch. 1 (pg. 328)	
18	10/29 Mon.	Excel Ch. 2	
19	10/31 Wed.	Excel Ch. 2	
20	11/5 Mon.	Excel Ch. 2	
21	11/7 Wed.	Excel Ch. 3	
No class	11/12 Mon.		
22	11/14 Wed.	Excel Ch. 4	

23	11/19 Mon.	Excel Ch. 4	
No class	11/21 Wed.		
24	11/26 Mon.	Excel Test	
25	11/28 Wed.	Access Ch. 1 (pg. 572)	
26	12/3 Mon.	Access Ch. 2	
27	12/5 Wed.	Access Ch. 2	
28	12/10 Mon.	Access Ch. 3	
29	12/12 Wed.	Access Ch. 3	
30	12/17 Mon.	Access Test	