



Syllabus: **CSA 110 Spreadsheet: Microsoft Excel**

Course Information	
Course Prefix/Number: CSA 110 Semester: Spring 2019 Class Days/Times: Tuesday/Thursday 12:00 – 1:15 PM	Credit Hours: 3 Course Title: Spreadsheet: Microsoft Excel Room: Main IWK 24

Instructor Information: Name: Tim Foster	Phone/Voice Mail: 520-383-0102 E-mail: tfoster@tocc.edu Office location: Ha-Macamdam Ha-Ki Room 119 Office hours: TBD - By Appointment
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Course Description: Overview of information technology focusing on computer operating procedures. Includes software, hardware, and communication networks. Theory of computer hardware and how programs are implemented in that hardware. Basic skills of maintaining, upgrading, and troubleshooting computers.

Course Objectives: During this course students will: 1. Develop basic computer skills and knowledge of how computers work. 2. Identify computer components.
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3. Identify computer peripherals.
4. Explain computer issues and functions in the modern workplace.
5. Develop essential and required workforce technical skills.

Student Learning Outcomes (SLOs) :

After completion of the course students will be able to

Demonstrate a basic understanding and skill set for communicating effectively with others through oral, writing, email, spreadsheets, and documents.

2. Explain the importance of computer literacy.
3. Perform basic technological skills common for the 21st century workforce.
4. Prepare basic project spreadsheets.
5. Perform basic computer hardware troubleshooting.
6. Perform basic software troubleshooting
7. To utilize essential and required workforce technical skills.

Course Structure:

This hybrid course will consist of Lecture, Discussion, Reading, Writing Reflections, Lab Activities, Examination, and a Final Project. The majority of class business will be conducted in [Canvas](#).

Texts and Materials: *(list text(s), and materials students will need)*

1. Technology in Action Complete 15E, Alan Evans, Martin, Poatsy, Pearson
ISBN-13: 978-0-13-483787-1
2. *How Stuff Works* <https://computer.howstuffworks.com>

Evaluation and Grading & Assignments

Grading Procedures and Policy

Written assignments are to be free of grammatical and spelling errors. Written assignments must be uploaded and turned in ON or BEFORE the assignment deadline as an [APA formatted \(Links to an external site.\)Links to an external site.](#) MSWord document double spaced with size 12 font Times New Roman.

Grading is weighted according to the following categories:

Attendance 5%

Reflection Activities 25%

Quizzes 10%

Exams 15%

Final Project 45%

Grade Scale

“A”	90% – 100%
“B”	80% - 89%
“C”	70% - 79%
“D”	60% - 69%
“F”	0% - 59%

Himdag Cultural Component:

Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

Policies and expectations

Participation and critical thinking are required!

Attendance is mandatory and consists of 5% of the grade.

All students are expected to complete their own individual work.

All students are expected to contribute equally to their group and complete group work assignments.

Students will be required to have read the text before class and be prepared for discussion.

Late Work will NOT be accepted. I will, of course, accept early work.

Missed exams and quizzes will be graded as 0 (zero) points.

Plagiarism will result in a “0” (zero) score for that assignment and reported to the Dean.

Student behavior will also be assessed per the school’s code of conduct. [Student Handbook](#)

ADA statement

Tohono O’odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

Important Dates

- First Day of Classes with Welcome/Blessing Jan 14, 2019
- Add without Instructor's signature Jan 14 - 18, 2019
- Martin Luther King Jr. Day - College Closed Jan 21, 2019
- Add with Instructor's signature Jan 22 - 28, 2019
- Drop/Full Refund Deadline Jan 29, 2019
- President's Day - College Closed Feb 18, 2019
- 45th Day Census Feb 28, 2019
- Spring Break Mar 11-15, 2019
- Withdrawal Deadline Mar 29, 2019
- Last Week of Classes/Final Exams May 6-10, 2019
- Final Grades Due May 14, 2019
- Commencement May 17, 2019

Course Outline and Tentative Schedule:

1. Part 1 Hardware Week 1 - 3
 - a. Computer components
 - b. Peripherals
 2. Part 2 Software Week 4 - 6
 - a. Windows OS Basics
 - b. Starting and controlling programs and apps
 - c. Working with apps
 - i. Chrome
 - ii. Apple
 - iii. Android
 - d. Working with E-mail
 - e. Using settings and help
 - f. Folder Management
 - g. File Management
 - h. Control Panel
 - i. Updates
 3. Unit 3 The Internet of Things Week 7 - 10
 - a. Using the Internet
 - b. Researching on the Internet
 - c. Personal and Professional Learning Networks
 - d. Security Basics
 - e. Futures
- Final Project - Week 11 - 15



DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.