

**Three Rivers Community College**

**Fall 2006**

**Syllabus**

**CSA 101 M-51**

**CRN #30399**

**Windows, Internet, Email**

**Mohegan Campus - Room 310**

**1 Credit Hour**

**Wednesdays - 6:30-6:15 p.m.**

**(8/30/06 - 9/27/06)**

<b>Instructor:</b>	<b>Betti Gladue</b>
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<b>Office Location:</b>	<b>Mohegan Campus, Annex, Room 4</b>
<b>Office Hours:</b>	<b>Mondays &amp; Wednesdays</b> <b>8:00-9:30 a.m. or by appointment</b>

## **Course Description**

This introductory course covers the basics of working with the Windows operating systems, file handling, searching for information on the Internet, and configuring and using e-mail.

## **Objectives**

- 1. Learn the basics of Microsoft Windows XP**
  - a. Identify Desktop, Help Options, My Computer and My Documents folders
  - b. Learn file management techniques
  - c. Copy, Move, Delete, and Recover files
  - d. Create and arrange shortcuts
- 2. Learn the basics of Microsoft Outlook 2002**
  - a. Identify components
  - b. Modify contact; schedule meeting, create task list, print calendar
  - c. Send and receive e-mail messages
  - d. Attached a file, display and print messages
  - e. Manage messages
- 3. Learn the basics of the Internet and the Word Wide Web**
  - a. Identify and use search engines
    - i. Boolean Operators
    - ii. Copyright protection
    - iii. URLs
  - b. Learn about the Commercialization of Cyberspace
    - i. Security
    - ii. Privacy
  - c. Learn the basic concept of HTML

## **Instructional Modes**

1. Demonstration
2. Individual Practice
3. Production (homework and lab)
4. Lecture
5. Discussion

## **Textbooks and Materials**

- Practical Computing by Lynn Hogan, Prentice Hall, 2005
- A folder or binder for handouts, notes, and papers

## **Assignments, Test Dates, and Due Dates**

Assignments will be given in class. It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder over the course of the semester.

Type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together, and save all papers returned to you.

Example:     Joe Smith  
                  Lesson 1

Grades on assignments not submitted by due date will be given a lowered grade.

You are responsible for staying informed on all assignments, expectations, and class procedures. I suggest that you make several friends in this class to exchange contact information so you can find out what you missed.

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

## **Evaluation Procedures**

Your final grade will be determined by a combination of in-class production, homework assignments, quizzes, and the final exam.

In Class Production	10%
Homework	20%
Quizzes	20%
Final Exam	50%

**Final Grade Scale**

A	=	94 - 100	D+	=	67 - 69
A-	=	90 - 93	D	=	63 - 66
B+	=	87 - 89	D-	=	60 - 62
B	=	83 - 86	F	=	00 - 59
B-	=	80 - 82	W	=	Withdrawal
C+	=	77 - 79	I	=	Incomplete
C	=	73 - 76	P / F	=	Pass / Fail
C-	=	70 - 72	AU	=	Audit

**Instructor's Attendance Policy**

Consistent attendance at class meetings is crucial to success in this course. As this one-credit course meets only five times, you are expected to attend all classes in order to receive full benefit from instruction, practice, lectures, and review of handouts. 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.

**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 are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

**Early Warning Policy**

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

**Additional Comments**

A substantial amount of out-of-class computer work is required for success in this course. If you do not have the needed software at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

**Login Instructions**

Strike **Delete** while depressing **Ctrl** and **Alt**

Type your *user name*, which consists of:

- a. First initial of your first name
- b. Complete last name (including Jr., III, hyphens, and apostrophes)
- c. Last 4 digits of your student ID

Name	ID	User Name*
John Doe	@12349999	Jdoe9999
John Doe III	@12349999	Jdoeiii9999
John Doe, Jr.	@12349999	Jdoejr9999

Type your *password*: **Capitalized** first letter of your last name + student ID numbers (include the @ sign). The password is **case sensitive**. Example for John Doe: D12349999

**Log on to:** Must be **STARS**

\*The User Name is **not** case sensitive.

**CSA 101  
WINDOWS, INTERNET, E-MAIL  
TENTATIVE SCHEDULE, FALL 2006**

Week	Date	Lessons
1	August 30	Chapters 1 & 2
2	September 6	Chapters 3 & 4
3	September 13	Chapters 5 & 6
4	September 20	Chapters 7 & 8
5	September 27	Final Exam