

Intro Software Applications Course Outline - Fall 2006

Course Description

Computer Applications I is designed to be a student's first course in the use of computers. The student will be introduced to

- Windows XP, and its use as an operating system.
- Microsoft Internet Explorer, and its use in exploring the World Wide Web.
- Microsoft Word, and its use in developing documents. Basic editing, formatting, and the use of built-in tools will be examined.
- Microsoft Excel, giving the student the ability to use a spreadsheet.
- Microsoft Access, introducing the student to the techniques of maintaining a database.
- Finally, a brief introduction to Microsoft PowerPoint to give the student a taste of using software to prepare a presentation.

Required Items

- Text
Microsoft Office 2003, Vol. 1 Second Edition by Robert Grauer and Maryanne Barber
- Stapler
Assignments not stapled will not be accepted. Stapler generally not available in classroom.
- Data Storage
You will need to be able to store your work for safety, and so you can bring partially completed work home to finish. The computer labs at school support the use of Memory Sticks for external storage (also known as USB drives, FlashDrives, or JumpDrives). These devices plug into the USB port on your computer. All students in CSA courses are required to have at least 128 MB.
 - 128 MB memory stick is available at school bookstore for ~\$20
 - 256 MB memory stick is available at school bookstore for ~\$30

Grading

40% Lab Assignments - Lab assignments are each worth 10 points. Late assignments will have 2 points automatically deducted. Homework pertaining to any section listed above will not be accepted after the exam on that section.

60% Tests - You will have three tests, each worth twenty percent of your final grade. Tests must be taken at the scheduled time. If you miss a test you may take it during the next scheduled class with ten points deducted from your grade. If you fail to take the test at these times, the test grade assigned will be zero. The only exceptions will be a legal document (doctor's note, police report, etc) explaining your absence, or prior consent of the instructor.

Contact me: Mrs. Diane Albanese

I generally arrive at school about 10:30AM. You may come for help before either my 11:00 AM class or my 12:30 PM class. I am also happy to work with you to find another time that is convenient.

Email: d.albanese@comcast.net

Voice Mail: 860-334-2746. Leave a message. I will get back to you ASAP.

Intro Software Applications

Topic	Assignment	Due
Getting Started with Windows XP (Pink)	Lab #1	(3) 9/5
Essential Computing Concepts (Light Green)		
The Internet and WWW (Gray)	Lab #2	(5) 9/12
Microsoft Word 2003 - Chapter 1 (Blue)	Lab #3	(7) 9/19
Microsoft Word 2003 - Chapter 2	Lab #4	(9) 9/26
Microsoft Word 2003 - Chapter 3, 4	Lab #5	(11) 10/3
Review of Internet and MS Word		(11) 10/3
Test #1	Test	(12) 10/5
Microsoft Excel 2003 - Chapter 1 (Green)		
Microsoft Excel 2003 - Chapter 2	Lab #6	(15) 10/17
Microsoft Excel 2003 - Chapter 3	Lab #7	(17) 10/24
Microsoft Excel 2003 - Chapter 4	Lab #8	(19) 10/31
Review of Excel		(19) 10/31
Test #2	Test	(20) 11/2
Microsoft Access 2003 - Chapter 1 (Purple)	Lab #9	(24) 11/16
Microsoft Access 2003 - Chapter 2 & 3	Lab #10	(26) 11/30
Review of Access		(26) 11/30
Test #3	Test	(27) 12/5
Microsoft PowerPoint 2003 (Orange)	Lab #11	(29) 12/12

Please Note:

There will be no class November 21 or November 23 for Thanksgiving