

Intro Software Applications Fall 2008

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 2007, and its use in developing documents. Basic editing, formatting, and the use of built-in tools will be examined.
- Microsoft Excel 2007, giving the student the ability to use a spreadsheet.
- Microsoft Access 2007, introducing the student to the techniques of maintaining a database.
- Finally, an introduction to Microsoft PowerPoint 2007, software to prepare a presentation.

Required Items

- Text
Microsoft Office 2007, Vol. 1 by Robert Grauer
- 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, TravelDrives, or JumpDrives). These devices plug into the USB port on the computer. All students in CSA courses are required to have at least 128 MB. Bring to class.
- Folder
Something to store your hand-outs and work in. Bring to class.

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
Email: dalbanese@trcc.commnet.edu

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

You may come for help 9:00-9:30 AM or after my last class at about 12:15PM on Tuesdays & Thursdays. Other times can be worked out individually.

	Topic	Tentative Dates
1-2	Windows XP	
3-4	The Internet and WWW	
5	Microsoft 2007 Fundamentals	
6-10	Microsoft Word 2007	
11	Review of Windows, Internet and Word	10/7
12	Labs 1-5 Due	10/7
12	Test #1	10/9
14	Last Day to hand in Labs 1-5	10/16
13-18	Microsoft Excel 2007	
19	Review of Excel	11/4
19	Labs 6-8 Due	11/4
20	Test #2	11/6
22	Last Day to hand in Labs 6-8	11/13
21	Microsoft PowerPoint 2007	
22-28	Microsoft Access 2007	
28	Review of Access	12/11
28	Labs 9-11 Due	12/11
29	Test #3	12/16
29	Last Day to hand in Labs 9-11	12/16

Please Note:

There will be no class November 25 or 27 for Thanksgiving.