

Introduction to Software Applications

Course Outline - Fall 2007

Course Description

Intro to Software Applications 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 effectively 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. Not generally 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, JumpDrives, etc.). These devices plug into the USB port on the computer. All students in CSA courses are required to have at least 128 MB. Bring this to class.

Folder - Something to store your hand-outs, notes, 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. Labs will be accepted up to one week 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

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

Intro Software Applications

| # | Date | Topic of Discussion | Due Dates | |
|-------|-------------|--------------------------------------|--|--------------|
| 1-2 | 8/28-30 | Getting Started with Windows XP | | |
| 3-4 | 9/4-6 | The Internet and WWW | Lab #1: Due 9/4 | (3) |
| 5 | 9/11 | Computer Security | Lab #2: Due 9/11 | (5) |
| 6-11 | 9/12-10/2 | Microsoft Word 2003 | Lab #3: Due 9/20 Lab #4: Due 9/27 | (8) (10) |
| 12 | 10/4 | Review of XP, Internet and Word | Lab #5: Due 10/4 | (12) |
| 13 | 10/9 | Test #1 | | |
| | 10/16 | <i>Last day to hand in Labs 1-5</i> | | |
| 14-19 | 10/11-10/30 | Microsoft Excel 2003 | Lab #6: Due 10/18 Lab #7: Due 10/25 | (16) (18) |
| 20 | 11/1 | Review of Excel | Lab #8: Due 11/1 | (20) |
| 21 | 11/6 | Test #2 | | |
| | 11/13 | <i>Last day to hand in Labs 6-8</i> | | |
| 22-26 | 11/8-11/29 | Microsoft Access 2003 | Lab #9: Due 11/27 | (25) |
| 27 | 12/4 | Review of Access | Lab #10: Due 12/4 | (27) |
| 28 | 12/6 | Test #3 | | |
| 29 | 12/11 | Microsoft PowerPoint 2003 | | |
| 30 | 12/13 | Lab only - No lecture | Lab #11: Due 12/13 | (30) |
| | 12/13 | <i>Last day to hand in Labs 9-11</i> | | |

Please Note:

There will be no class November 20-22 for Thanksgiving.