CSA K105 Intro Software Applications
Course Outline

Fall 2007 Monday & Wednesday Thames Campus
Instructor: Tish Lorinsky
Home Phone: 887-1241
Email: ldl@snet.net (lowercase letters LDL@SNET.NET). Under "subject", put Software Apps
Office Hours: By Appointment

Course Description
This course introduces some popular software packages currently being used in industry, business and government. These packages will include a word processor, an electronic spreadsheet, a database management system and a presentation application. A small amount of time will be devoted to the environment, i.e. operating system platform and graphical user interface (GUI).

Required Text and Supplies
1. Microsoft Office 2003 Volume I by Grauer and Barber
2. A 128 MB memory stick

Method of Evaluation
The grade for this course is the average of the lab grades averaged with the average of the test scores. Grades are assigned as follows:

Grades	Equivalent
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
F	0-62

Makeups
Makeup for a missed test will be scheduled at the end of the semester

Attendance
Students who are registered for this course are expected to attend class regularly. Attendance will be taken at each class.

Classroom Conduct
Students are expected to be punctual and prepared for class. ***Students are also expected to be considerate of other students by refraining from conversation during the lecture portion of the class.*** Course related questions and/or comments are encouraged.

Assignments

Students may work with fellow students on lab assignments; however each student must complete the assignments. All work submitted for grading must be your own.

College Withdrawal Policy

Refer to the catalog for rules regarding course withdrawal.

Disabilities Statement

If you have a hidden disability, which may require classroom or test taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify a disability counselor at 823-2831 for the Mohegan campus and 885-2612 for the Thames campus.

Ethics/Honor Code

Frequent violations of the code and policies include but are not limited to:

- Copying or sharing a file or any portion of a file from another student.
- Sharing or allowing another student to copy your files or any portion of a file.
- Duplicating or distributing copies of copyrighted software programs.
- Unauthorized access or use of university computers, computer systems of computer network.
- Creating, sending or distributing electronic chain letters.
- Using a disk containing a virus in a computer lab or computer system, and distributing the virus to any computer network.
- Using college computers, computer systems, or computer network to view or distribute profanity or objectionable material.