

## Intro Software Applications Fall 2010

### 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 PowerPoint 2007, software to prepare a presentation.
- Microsoft Access 2007, introducing the student to the techniques of maintaining a database.

### Required Items

- Text : Microsoft Office 2007, Vol. 1 by Robert Grauer
- Stapler : Assignments not stapled will not be accepted.
- Folder : Something to store your hand-outs and work in. Bring to class.
- 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.

### Grading

- Lab Assignments - **40%** - Lab assignments are each worth 10 points. Late assignments will not be accepted.
- Tests - **60%** - 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 (preferred) : [dalbanese@trcc.commnet.edu](mailto:dalbanese@trcc.commnet.edu)

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

Extra help available 9:00-9:30 AM or after my last class at about 12:15 PM on Tuesdays & Thursdays.  
Other times can be worked out on an individual basis.

## **Ethics/Responsibilities**

It is the student's responsibility to obtain and complete all missed work.

While interaction with the instructor and fellow students is an integral part of the learning process, students must personally use the keyboard/mouse to complete the assignments. ALL work submitted must be the student's OWN work.

A student shall **not**:

- Copy or share any file or part of a file with another student
- Duplicate or distribute copies of copyrighted software programs
- Access or use any unauthorized university computers, computer systems, or networks
- Use any device with a virus in any computer lab or on any system
- Use college computers, systems, or networks to view or distribute profanity, pornography, or any objectionable material.

## **College Class Withdrawal Policy**

Students may withdraw, through the Registrar's Office for any reason until the end of the 13<sup>th</sup> week of classes. The withdrawal process must be initiated by the student. Failure to do so will result in a semester grade that reflects the work done prior to the student's not attending class.

## Calendar

Class #	Topic	Tentative Dates
1-2	Windows XP	
3-4	The Internet and WWW	
6	Labs 1-2 Due	9/14
5-10	Microsoft Fundamentals & Word 2007	
11	Review of Windows, Internet and Word	
	Labs 3-5 Due	9/30
12	Test #1	10/12
13-19	Microsoft Excel 2007	
20	Review of Excel	
	Labs 6-8 Due	11/2
21	Test #2	11/4
22	Microsoft PowerPoint 2007	
23-28	Microsoft Access 2007	
29	Review of Access	
	Labs 9-11 Due	12/14
30	Test #3	12/16

### **Please Note:**

There will be no class Thursday, 11/11 for Veteran's Day  
December 16<sup>th</sup> is expected to be the last class.  
11/23 and 12/21 are designated as make-up days. It will be determined well in advance if  
these classes will be necessary.