

Intro Software Applications Spring 2009

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.
- 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

- Lab Assignments - **40%** - Lab assignments are each worth 10 points and are due on or before the day of the review for each section (see next page). 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: dalbanese@trcc.commnet.edu

Voice Mail: 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.

	Topic	Tentative Dates
1-2	Windows XP	
3-4	The Internet and WWW	
5-10	Microsoft Fundamentals & Word 2007	
11	Review of Windows, Internet and Word	Feb. 26
11	Labs 1-5 Due	Feb. 26
12	Test #1	Mar. 3
13-19	Microsoft Excel 2007	
20	Review of Excel	April 7
20	Labs 6-8 Due	April 7
21	Test #2	April 9
22	Microsoft PowerPoint 2007	
23-28	Microsoft Access 2007	
29	Review of Access	May 7
29	Labs 9-11 Due	May 7
30	Test #3	May 12

Please Note:

February 3rd is last day for Add/Drop
There will be no class March 17 or March 19, for Spring Break.
May 11 is last day to withdraw from classes.