

Introduction to Software Applications

Course Outline - Spring 2008

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** - Labs will be accepted up to one week after the exam on that section.
- **60% Tests** - You will have three tests. Tests must be taken at the scheduled time. If you miss a test, 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.

Course Policies

- **Student Responsibility** - The responsibility for obtaining and completing all missed work rests solely with the student.
- **Lab Work and Assignments** - Interaction with the instructor and fellow students is an integral part of the learning process. Students are allowed to obtain assistance from fellow classmates on lab assignments, but must personally use the keyboard or mouse for all keystrokes/mouse actions to complete the assignments. All work submitted for grading must be the student's own.

Handicapped or Disabled Students

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

Ethics/Honor Code

The most 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 or 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.

College Withdrawal Policy

Students may withdraw, through the Registrar's Office, for any reason until the end of the 13th week of classes. For the Spring 2008 semester, this date is April 29. The withdrawal process must be initiated by the student. Failure to do so will result in a semester grade based on the work completed before the student stopped attending the class.

Contact me:

Mrs. Diane Albanese

Email: d.albanese@comcast.net

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

I am available for extra help 9:00-9:30 AM and 12:20-12:45 PM on Tu and Th.

If these times do not meet your needs, contact me so we can set up another time to meet.

Intro to Software Applications

Important Dates

#	Topic of Discussion	Due Dates	
1-2	Getting Started with Windows XP		
3-4	The Internet and WWW Computer Security	Lab #1: Due 2/5 Lab #2: Due 2/14	(4) (6)
5-10	Microsoft Word 2003	Lab #3: Due 2/21 Lab #4: Due 2/28	(8) (10)
11	Review of XP, Internet and Word	Lab #5: Due 3/6	(12)
12	Test #1		
13-18	Microsoft Excel 2003	Lab #6: Due 4/1 Lab #7: Due 4/8	(17) (19)
19	Review of Excel	Lab #8: Due 4/10	(20)
20	Test #2		
21-26	Microsoft Access 2003	Lab #9: Due 5/1	(26)
27	Microsoft PowerPoint 2003	Lab #10: Due 5/8	(28)
28	Review of Access	Lab #11: Due 5/13	(29)
29	Test #3		

Please Note:

No Class Tuesday, February 12 (President's Day)

No Classes March 17-21 (Spring Break)