

<p style="text-align: center;"><b>CSA K105 Intro Software Applications</b> <b>Course Outline</b></p>
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**Spring 2008 Monday & Wednesday Thames Campus**

**Instructor: Tish Lorinsky**

**Home Phone: 887-1241**

**Email: [ldl@snet.net](mailto:ldl@snet.net) (lowercase letters [LDL@SNET.NET](mailto: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:

<u>Grades</u>	<u>Equivalent</u>
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 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.