

Intro to Software Applications Fall 2011

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 7, and its use as an operating system.
- Microsoft Word 2010, and its use in developing documents. Basic editing, formatting, and the use of built-in tools will be examined.
- Microsoft Excel 2010, giving the student the ability to use a spreadsheet.
- Microsoft PowerPoint 2010, software to prepare a presentation.
- Microsoft Access 2010, introducing the student to the techniques of maintaining a database.

Required Items

- Text: Microsoft Office 2010, Vol. 1 by Robert Grauer, Exploring Series
- Stapler: Assignments not stapled will not be accepted.
- Folder: Something to store your hand-outs and work in.
- Notebook: Exams are open-note... so taking notes will be an important aspect of your 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.

Grading

- Lab Assignments - **40%** - Lab assignments are each worth 10 points. Late assignments will only be accepted until the test on that section. 2 points deducted for late work.
- 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.comnet.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 available on an individual basis. In addition, you can visit the tutoring center in C-117.

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. Submitting duplicate work is not acceptable and will adversely affect the assignment grade.

A student shall **not**:

- Copy or share any file or part of a file with another student, present or past.
- Share or allow another student to copy your files or any portion of a file.
- 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.

Attendance

Students should be present and punctual for all classes. Regular class attendance will maximize your skills for your personal and professional future.

Be respectful of your instructor and fellow classmates at all times.

As a courtesy, do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.

Refrain from "surfing" the Web during class, unless directed to do so by your instructor.

Turn off cell phones and pagers.

Do not bring food or drink into the classroom.

College Class Withdrawal Policy

Students may withdraw, through the Registrar's Office for any reason until the end of the 13th 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.

Students with Disabilities

If you are a student with a disability and believe you will need support services and/or accommodations for this class, please contact the Disabilities Support Services at TRCC.

Please note that the instructor cannot provide accommodations based upon disability until the instructor has received an accommodation letter from the Disabilities Counselor.

NEW Print Quota for Students

There is a new print quota system which will be active for all credit students. This quota system was necessary due to the massive misuse of student printing and the printing of personal documents.

Student print quota specifics:

Allowed 500 pages per semester

Cannot print documents over 25 pages

Cannot print more than one copy of a document at once

Calendar

Class #	Topic	Tentative Dates
1-4 6	Windows XP The Internet and WWW Labs 1 and 2 Due	9/13
5-10 10	Microsoft Fundamentals & Word 2007 Labs 3 and 4 Due	9/27
11	Review of Windows, Internet and Word Lab 5 Due	9/29
12	Test #1	10/4
13-19	Microsoft Excel 2007	
19	Labs 6 and 7 Due	10/27
20	Review of Excel Lab 8 Due	11/1
21	Test #2	11/3
22 27	Microsoft PowerPoint 2007 Labs 9 Due	12/1
23-28	Microsoft Access 2007	
29	Review of Access Labs 10 and 11 Due	12/8
30	Test #3	12/13

Please Note:

There will be no class Thursday, November 24, 2011 for Thanksgiving holiday.
Tuesday, November 22 is designated as a make-up day. It will be determined well in advance if this class will be necessary.

Tuesday, December 13th is expected to be the last class.
December 15th is designated as a make-up day. It will be determined well in advance if this class will be necessary.