

## **Intro to Software Applications Spring 2012**

### **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.
- 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 complete the lab assignments. 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 have 2 points deducted automatically.
- 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 must contact the instructor to make arrangements for a make-up. If you fail to take the test, the test grade assigned will be zero. Tests not taken at the scheduled test time will have ten points deducted, unless you provide a legal document (doctor's note, police report, hospital 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 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 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.

## **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	Windows, Internet Explorer	
4	Lab 1 Due	1/31/12
6	Lab 2 Due	2/9/12
5-10	Microsoft Fundamentals & Word	
8	Lab 3 Due	2/16/12
10	Lab 4 Due	2/23/12
	Review of Windows, Internet and Word	
11	Lab 5 Due	2/28/12
12	Test #1	3/1/12
13-19	Microsoft Excel	
19	Lab 6 Due	4/3/12
20	Lab 7 Due	4/5/12
21	Review of Excel	
	Lab 8 Due	4/10/12
22	Test #2	4/12/12
23	Microsoft PowerPoint	
24-28	Microsoft Access	
29	Review of Access	
	Labs 9, 10 and 11 Due	5/8/12
30	Test #3	5/10/12

### Please Note:

There will be no class Thursday, February 2, Professional Day.

There will be no class March 20 or 22, for Spring Break.

Tuesday, May 15 is designated as a make-up day. It will be determined well in advance if this class will be necessary.

Thursday, May 10<sup>th</sup> is expected to be the last class.