Course Number/Title: CSA* K105 Introduction to Software Applications - Fall 2009

Instructor: Kimberly O'Connor, Room C241A
E-mail: koconnor@trcc.commnet.edu; oconnorkenkim@sbcglobal.net
Phone: 892-5761 (w) – office hours 8:00 - 4:30

Course Description: This course introduces some popular software packages currently being used in industry, business and government such as Microsoft Word, Excel, Access, PowerPoint and Internet Explorer. A small amount of time will be devoted to the computing environment, i.e. operating system platform.

Text: *Microsoft® Office 2007 Volume I – Robert T. Grauer*

Attendance: Generally expected. Please notify the instructor if you will not be attending a class session. Any more than 3 excused absences may result in points off of your final grade.

Grading: Four Exams (Word, Excel, Access, Final)
Lab assignments/homework
Attendance/participation

Labs:

- I will spend approximately half of the class time lecturing on the assigned material and half facilitating lab time for completing assigned work. I will give you the lab assignment once I am done lecturing.
- Labs are due the week after they appear in the assignment list. There will be dedicated lab time during each class, so if you finish an assignment in class, you can hand it in that day.
- Grading of lab assignments will be based on accuracy and completeness. If corrections need to be made I will let you know. I will not return the labs if I feel that the assignment is accurate and complete.
- I would prefer that lab assignments be e-mailed to me as attachments but please make sure that your last name is included in any filenames that you create.
- If you do not have an e-mail address, all parts of a lab may be stapled together as one package. Make sure that your name is on page one. Pages must be in order as they appear on the assignment.
- We will be copying the exercise files that you will need for the labs to your personal space on the I:\ drive. I will show you how to do this during the first class. From that point forward, all exercise files should be opened from the I:\ drive and all work should be saved there; **OR**
- It is my strong suggestion that you purchase a USB flash/jump drive so that you can copy the exercise files in case you need to finish your work at home. You may also choose to work solely from the files on your flash/jump drive.

Login:
1. Username = Banner ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter only capitalized) + &
           + last 4 digits of SSN (password is case sensitive)
           Example: Oct&6789
                     for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

Mapping to Academic Drive: I have a folder on this drive that I keep class notes, assignments, etc.

1. Double-click on My Computer
2. In the address bar type \\trstudent\academic
3. Hit Enter

Mapping to I:\drive:

1. Right-click on My Computer
2. Pull down the Tools Menu
3. Select I:
4. Type in \\trccstudent\########$ (where ######## is the student's banner ID without the @sign – REMEMBER to append the $ at the end)

To Reset Forgotten Password:

- http://www.commnet.edu/netid/