

<p style="text-align: center;">CSA K105 Intro Software Applications Course Outline</p>
--

Fall 2010 Monday & Wednesday

30113 – 9:00 am to 10:15 am

30114 – 10:30 am to 11:45 am

Instructor: Tish Lorinsky

Home Phone: 860-334-6583

Email: ldl@snet.net (lowercase letters LDL@SNET.NET). Under “subject”, put Software Apps

Office Hours: By Appointment

Course Description

This course introduces the main software packages offered by Microsoft which includes a word processor, an electronic spreadsheet, a database management system and a presentation application. A small amount of time will be devoted to the operating system platform.

Required Text and Supplies

1. Microsoft Office 2007 Volume I Third Edition by Grauer
2. A memory stick with minimum of 256 MB memory to store practice files and homework

Method of Evaluation

The grade for this course is based on the average of the class work/homework grades averaged with the average of the test scores. There are four main topics: Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Access. 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

Please turn cell phone ringers off.

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. Late homework will not be accepted.

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.