

Intro Software Applications Fall 2009

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 XP, and its use as an operating system.
- Microsoft Internet Explorer, and its use in exploring the World Wide Web.
- Microsoft Word 2007, and its use in developing documents. Basic editing, formatting, and the use of built-in tools will be examined.
- Microsoft Excel 2007, giving the student the ability to use a spreadsheet.
- Microsoft Access 2007, introducing the student to the techniques of maintaining a database.
- Finally, an introduction to Microsoft PowerPoint 2007, software to prepare a presentation.

Required Items

- Text : Microsoft Office 2007, Vol. 1 by Robert Grauer
- Stapler : Assignments not stapled will not be accepted.
- Folder : Something to store your hand-outs and work in. Bring to 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. All students in CSA courses are required to have at least 128 MB. Bring to class.

Grading

- Lab Assignments - **40%** - Lab assignments are each worth 10 points and are due on or before the day of the review for each section (see next page). Late assignments will not be accepted.
- 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.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 can be worked out on an individual basis.

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.

A student shall not:

- Copy or share any file or part of a file with another student
- Duplicate or distribute copies of copyrighted software programs
- Access or use unauthorized university computers, computer systems, or networks
- Use 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.

College Class Withdrawal Policy

Students may withdraw, through the Registrar's Office for any reason until the end of the 13th week of classes. (December 9th, 2009) 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.

Calendar

Class #	Topic	Tentative Dates
1-2	Windows XP	
3-4	The Internet and WWW	
5-10	Microsoft Fundamentals & Word 2007	
11	Review of Windows, Internet and Word	October 1
	Labs 1-5 Due	
12	Test #1	October 6
13-19	Microsoft Excel 2007	
20	Review of Excel	November 3
	Labs 6-8 Due	
21	Test #2	November 5
22	Microsoft PowerPoint 2007	
23-28	Microsoft Access 2007	
29	Review of Access	December 10
	Labs 9-11 Due	
30	Test #3	December 15

Please Note:

November 24 is designated as a Make-up Day. It will be determined the previous week if this class will be necessary.

There will be no class November 26, for Thanksgiving.

December 15th will be the last class.