

Introduction To Software Applications

CSA* K105-T11

**Three Rivers Community-Technical College
Norwich, CT 06360**

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Office Hours by appointment only

Fall 2010

Course Description

This course introduces

1. Windows XP Concepts
2. Word 2007
3. Excel 2007
4. Access 2007
5. Powerpoint 2007

Method of Evaluation

1. Homework Assignments (basic completeness plus student enhancements)
95%
2. Quizzes. 5%

Exam Make ups

N/A

Attendance

Attendance requirements will be discussed at the first class.

Required Text

Office 2007

Grauer

ISBN 13 : 978-0-13-157564-6

ISBN 10 : 0-13-157564-3

Assignments

Students are highly encouraged to make backup copies of all assignments. All assignments will only be accepted in electronic format for grading purposes. The instructor will collect assignments every class via electronic transfer. Assignments are due one week after completion of the chapter in which they are assigned and will be moved to the class server during the lab portion of the class. The instructor will mark the assignments turned in at that time.

Withdrawal Policy

Student may withdraw, in writing at the Registrar's Office, for any reason until the 10th week of classes. From the 11th through the 13th week, a student may withdraw with the signature of the instructor or advisor.

Disabilities Statement

If you have a hidden or visible 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 Chris Scarborough, Disabled Student Counselor.