

Intro to Software Applications Fall 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, Second Edition 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: A 4Gb drive (USB drive, FlashDrive, TravelDrive, or JumpDrive) will be sufficient for this class. Two drives would be better, so you can backup your work.

Grading

- Tests - There will be three tests. 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. Tests not taken at the scheduled time will have ten points deducted, unless you provide a legal document (doctor's note, police or hospital report, etc.) explaining your absence, or prior consent of the instructor.
- Lab Assignments - There are 12 lab assignments, each worth 10 points. Late assignments will have 2 points deducted automatically.
- Hands-on Exercises - HOEs are included in each chapter in your textbook. They will count 5 points each.

Activity	Points each	Total Points
Tests (3)	100	300
Labs (12)	10	120
HOEs (16)	5	80
Total		500 Points

- Grades will be assigned based on the number of points that you earn.

Points Earned	Final Grade
0-300	F
301-350	D
351-400	C
401-450	B
451-500	A

Contact me: Mrs. Diane Albanese
Email (preferred) : dalbanese@trcc.commnet.edu

Voicemail : 860-334-2746. Leave a message.

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.

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 type, or print during class. 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 until the end of the 13th 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.

Print Quota for Students

Each student is allowed 500 pages per semester. Cannot print documents over 25 pages. Cannot print more than one copy of a document at once