

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COURSE SYLLABUS

Course Title: Introduction to Software Applications **Course #:** CSA 105

Course Description: An introduction to the key aspects of the available popular software application packages for the microcomputer as used in the business environment. Designed to give an overview of many of the various commercially available programs, specifically the Microsoft Office Suite: Word, Excel, Access, and PowerPoint. Students will study the concepts of these applications and experience hands-on activities during this class. 3 college credit hours.

Pre-requisites:

Computer literacy and use of email and introductory Internet skills for access to class online.

Goals:

- To develop the necessary skills to be able to competently use the Microsoft Office Suite software applications
- To enhance knowledge of techniques/features used in wordprocessing, spreadsheet, database, and presentation applications
- To provide students with the knowledge and experience of creative examples and situations for using these applications
- To create a functional portfolio to demonstrate successful completion of projects and to demonstrate comprehensive skill with the software applications

Outcomes:

Upon successful completion of this course, the student will be able to:

1. create wordprocessing documents
2. create spreadsheet documents
3. create presentation documents
4. create database documents
5. apply and transfer knowledge and computing skills gained to other unfamiliar software apps

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanction. Please refer to your Student Handbook under Policy on Student Rights, the Section entitled Student Discipline, or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Roseann Dennerlein, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6307 (V/TTY) and her email is: rdennerlein@nwcc.commnet.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio stations. Students may also call the College directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.