COURSE SYLLABUS

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

Course Description: 3 credits

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills as a means to introduce students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software applications suite (Word, Excel, PowerPoint, and Access). The computer operating system, file management operations, computer concepts, and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations.

Pre-requisite/ Co-requisite: Eligibility for ENG*101

Goals: The goals of this course are for students to:

1. Enhance their knowledge of the features and capabilities of word processing, spreadsheet, presentation, and database applications.
2. Develop their proficiency in these applications through use of the Microsoft Office software suite.
3. Create a portfolio of projects that demonstrate successful application of the skill with the software applications.
4. Efficiently and accurately produce and process information using computer software applications.

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

1. Demonstrate proficiency in the use of office productivity knowledge work software (word processing, spreadsheet, presentation, and database software).
2. Integrate multiple office productivity software tools into a comprehensive solution to a typical workplace scenario.
3. Demonstrate proficiency in performing functions common to Microsoft Office applications:
    a. Start and exit an application and utilize sources of online help.
    b. Identify common on-screen elements of Microsoft Office applications, change application settings and manage files within an application.
    c. Perform common editing, proofreading, and formatting functions.
    d. Perform common printing functions.
    e. Insert and edit images and multimedia files within an Office application.
    f. Save documents in different file formats.

4. Demonstrate proficiency in using the word processing application Microsoft Word:
   a. Format text and documents including the ability to use automatic formatting tools.
   b. Insert, edit and format tables in a document.
   c. Identify on-screen formatting information, including breaks, including line, page and section breaks, paragraph markers, indent markers, and tab markers.
   d. Insert graphics and control text wrapping.
   e. Perform basic mail merge functions, using Microsoft Excel as a data source.
5. Demonstrate proficiency in using the spreadsheet application Microsoft Excel:
   a. Modify worksheet data and structure and format data in a worksheet.
   b. Sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.
   c. Create formulas using arithmetical operations.
   d. Determine and use appropriate statistical, logical, lookup, and date functions.
   e. Identify how a table of data is organized in a spreadsheet.
   f. Create charts that are appropriate to visually present various types of data.
6. Demonstrate proficiency in using the presentation application Microsoft PowerPoint:
   a. Create, format, and deliver effective presentations, with and without the use of design templates.
   b. Identify effective design principles used in electronic presentations.
   c. Manage slides within a presentation, such as adding, deleting and rearranging slides.
   d. Assign transitions within and between slides.
   e. Insert graphs, tables, and multimedia resources.
   f. Perform printing functions such as full slides and notes views.
7. Describe the uses of the database application Microsoft Access:
   a. Explain the purposes of a computerized database.
   b. Identify database application functions and operations.
   c. Create basic elements of a database file.

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. 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 Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College's website at www.nwcc.edu. 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.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff. Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Michael Emanuel	860-738-6389	Founders Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Robin Orlomoski	860-738-6416	Business Office Room 201
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.