

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Spreadsheet Applications

Course #: CSA* C135

Course Description:

This course will introduce the student to the detailed development of the functions and applications of spreadsheet application software. The electronic spreadsheet, business graphics, data manager aspects will be explored using the commands of Microsoft Excel. Upon completion of the basic fundamentals of functions and commands, programming macros will be introduced, allowing the student to take full advantage of the power of spreadsheet software.

This course is 3 semester hours and is delivered completely online through Blackboard. You need to have the required textbook, a personal computer or laptop with Excel 2016 or 2013, reliable internet access, and **a backup plan.**

Pre-requisite/Co-requisite: CSA* C105 or equivalent

Goals:

- To provide the fundamentals of the concepts, commands and syntax of spreadsheet application packages and preparation of spreadsheets for data analysis.
- To understand and appreciate the capabilities of spreadsheet applications and, therefore, to use Excel to design, create, modify and print a worksheet, database, graph or chart.

Outcomes:

By the end of the semester the student should be able to:

1. Create and edit spreadsheets with varying complexity.
2. Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style
3. Organize, analyze, and present spreadsheet data in meaningful formats such as data lists, charts, pivot tables, etc.
4. Demonstrate an understanding of the most commonly-used data types, formulas, and functions used in spreadsheet applications.
5. Use advanced functions such as IF, PMT, and LOOKUP, among others.
6. Create appropriate charts and tables as visual communication devices to present numeric data and data analysis.
7. Analyze numerical data and perform what-if analysis to make informed decisions.

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, PhD	860-738-6315	Greenwoods Hall Room 207
Susan Berg	860-738-6342	Greenwoods Hall Room 223
Kathleen Chapman	860-738-6344	Greenwoods Hall Room 110
Michael Emanuel	860-738-6389	Founders Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O'Grady	860-738-6393	Founders 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 Representatives

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.