

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**  
**COURSE SYLLABUS**

**Course Title:**           Advanced Applications           **Course #:** CSA 205

**Course Description:** A second course in the use of standard business software applications. Advanced features of software applications using Microsoft Office and other current available packages

will be addressed. Interaction between applications, process automation and additional software applications will be discussed. **Prerequisite:** ENG\* 101 (may be taken concurrently) and CSA\* 105.

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**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 using all the tools of Microsoft Word
2. create spreadsheet documents using all the tools of Microsoft Excel
3. create presentation documents using all the tools of Microsoft PowerPoint
4. create database documents using all the tools of Microsoft Access
5. apply and transfer knowledge and computing skills gained to other unfamiliar software applications

**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.