

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

Course Syllabus

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

Course Description: This course focuses on the advanced use of Microsoft Office applications. It acquaints students with the proper procedures to create documents, presentations, and worksheets suitable for coursework, professional purposes, and personal use. An exercise-oriented approach will be utilized that allows learning by doing. (3 semester hours)

Prerequisite: CSA* 105 with a "C" or better.

Goals:

- To acquire up-to-date technology skills to be able to competently use the Microsoft Office Suite software applications.
- To enhance knowledge of the techniques/features used in word processing, spreadsheets, 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.
- To develop an exercise-oriented approach that allows learning by doing.

Outcomes:

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

1. Demonstrate the skills necessary in order to create word processing documents using the advanced tools of Microsoft Word.
2. Create spreadsheets using the advanced tools of Microsoft Excel.
3. Create attractive and interesting presentation slides using the advanced tools of Microsoft PowerPoint.
4. Design and deliver an effective PowerPoint presentation.
5. Efficiently and accurately process information and produce a variety of business, academic, and personal documents.
6. Demonstrate the ability to follow oral and written directions.