

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Computer Application Software II

**Course Abbreviation and Number:** CSC 1760

**Credit Hours:** 3

**Course Type:** Lecture

**Course Description:** Students will further their study of topics from CSC 1560 using a software package such as Microsoft Office. Database topics include action queries, custom reports and forms, macros, and modules. Students spend a major portion of the semester developing an application using a relational database. Spreadsheet topics include macros, charts, and data analysis tools. Some advanced features of word processing such as directories and forms are included.

Prerequisite: CSC 1560.

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**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Design a user-friendly database application.
  2. Analyze data in a spreadsheet via one of the built-in analysis tools.
  3. Demonstrate the ability to successfully import and export data between different applications.
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**Topics Covered:**

- Database Management
    - Tables
    - Forms
    - Queries
    - Reports
  - Spreadsheets
    - Formatting a Workbook
  - Formulas and Functions
  - Charts and Graphics
  - Excel Tables, PivotTables, and pivot charts
  - Conditional Formatting and Filtering
  - Integration
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**Information for Students**

- Expectations of Students
  - [Civility Statement](#)
  - [Student Responsibility Statement](#)
  - [Academic Integrity Statement](#)
- [Accessibility Services](#)

Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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**Effective Date:** Fall 2021