

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

---

**MASTER COURSE SYLLABUS**

**Course Title:** Computer Application Software I

**Course Abbreviation and Number:** CSC 1560

**Credit Hours:** 4

**Course Type:** Lecture

**Course Description:** Students use application software such as Microsoft Office to study word processing, spreadsheets, database management, and presentation software. The integration and practical application of these topics is stressed throughout the course. Students will spend a substantial amount of out-of-class time working on computer projects.

**Corequisite:** any developmental MAT course or eligibility for any college-level MAT course.

---

**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Create a professional-looking text document, spreadsheet, database report, database form, and electronic presentation.
  2. Perform a Mail Merge in Microsoft Word
  3. Use formulas and functions appropriate for various spreadsheets
  4. Display an understanding of database design
  5. Integrate the Office applications into one document
- 

**Topics Covered:**

- Word-Processing
    - Formatting
    - Graphics
    - Mail-Merge
    - Columns and Tables
  - Spreadsheets
    - Formatting
    - Formulas and Functions
    - Order of Operations
    - IF, VLOOKUP
    - Charts
  - Database Management
    - Database Design
    - Create and modify tables
    - Queries
    - Forms
    - Reports
  - Presentation software
  - Integration
    - Database and Word Processing
    - Database and Spreadsheet
    - Spreadsheet and Word Processing
- 

**Information for Students**

- Expectations of Students
    - Civility Statement (<http://www.sunyjjc.edu/current-students/classroom-civility>)
    - Student Responsibility Statement (<http://www.sunyjjc.edu/academics/student-responsibility>)
    - Academic Integrity (<http://www.sunyjjc.edu/faculty-staff/academic-integrity>)
  - Disability/Special Services
    - Any student who requires accommodations to complete the requirements and expectations of this course because of a disability should make their needs known to the Coordinator of Accessibility Services, 716.338.1251.
  - Emergency Closing Procedures (<http://www.sunyjjc.edu/student-life/campus-safety/jcc-alert>)
  - 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
-------	--------	-----	--------	-----	--------	-----	-----
  - 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.
- 

**Effective Date:** Fall 2019