DIRECTIONS TO:

THREE RIVERS COMMUNITY COLLEGE
574 New London Turnpike
Norwich, CT   06360

From New London:
Follow Route 32 to I-395. Take Exit 80**
(travel time approximately 15 minutes)

From Groton/Mystic:
Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80**
(travel time approximately 25 minutes)

From Colchester and points West:
Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**
(travel time approximately 23 minutes)

From Jewett City and points North:
Take I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 Salem Turnpike).**
(travel time approximately 20 minutes)

From Ledyard/Navy Sub Base area:
Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80**
(travel time approximately 25 minutes)

From New Haven and points south:
Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80**

**** From all points above:**
Travel approximately ¾ miles to New London Turn-pike. Turn right. The Campus is about .2 miles on left.
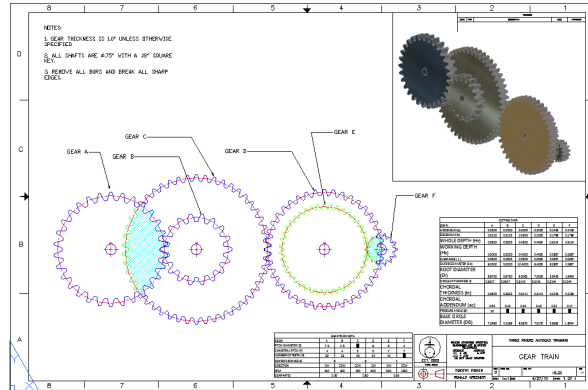
🚗🚗🚗
Seating is Limited—Don't Delay !

Contact Us:

Three Rivers Community College
Workforce & Community Education
574 New London Tpke.
Norwich, CT 06360

Phone: 806-215-9028
Fax: 860-215-9902

E-mail: WCEinfo@threerivers.edu

Visit us on the web:
Www.threeriver.edu

REFUND POLICY
Refund policy: Withdrawal from any non-credit class must be submitted in writing to the Workforce & Community Education office up to one business day prior to the first class. **Absolutely no refunds will be issued after the first class has begun.** The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Introduction to Software Applications

Looking to Refresh Your Skills—Join Us this Summer

Summer 2020
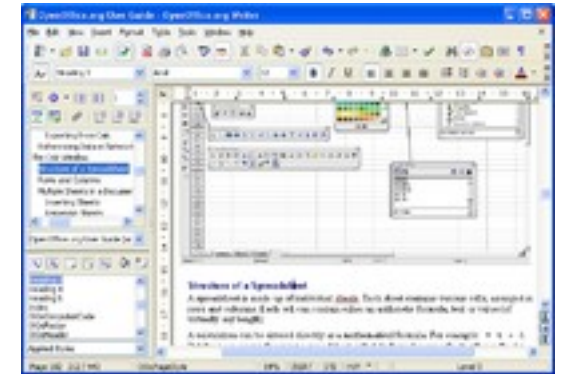
Three Rivers Community College
Workforce & Community Education
Phone: 860-215-9028 ≈ Fax: 860-215-9902
Email: WCEInfo@threerivers.edu
Website: www.threerivers.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

Introduction to Software Applications

CRN# 51123

Legal Name
_____

Former Name (s) - if applicable
_____

Street Address
_____

City	**State**	**Zip Code**

_____-_____-_____   _____/_____/_____
Telephone   **Date of Birth**

E-mail Address
_____/_____/_____
Social Security Number (Required by College)

How did you hear about our programs?
☐ Newspaper   ☐ Direct Mail   ☐ Internet   ☐ Email
☐ Other _____

U.S. Citizen   ☐ Yes ☐ No   **Gender:**   ☐ Male ☐ Female

Race: ☐ White   ☐ Black, non-Hispanic ☐ Asian
                 ☐ American Indian ☐ Hispanic ☐ Decline to State

Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino
                 ☐ Decline to State (None)

☐ Check (payable to TRCC) ☐ Visa ☐ MC ☐ Discover ☐ Amex
                                                           _____/_____
Credit Card #   **Exp. date**   **$ Amount $**
_____
Zip Code of Credit Card holder   **3 Digit Security Code**
(required by credit card company)

ACKNOWLEDGEMENT STATEMENT

I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between, Three Rivers Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purpose of maintaining accurate student records and to monitor grant performance.

_____

Signature   **Date**

_____

Introduction to Software Applications
****

This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, and PowerPoint.

A small amount of time will be devoted to the Windows operating system environment. Recent versions of the software packages will be used. Strong reading, good writing, and basic math skills are required. Prior computer usage experience (e.g. keyboard and mouse actions, file and folder management, Internet browsing) is assumed. Digital learning technologies will be used throughout the course.

Please Note:

This is an online course. Students will be using **Blackboard Learn**, an online learning management tool. Students will need to log in to their CommNet account prior to the first day of class to make sure they are able to access the course.

1. Go to https://my.commnet.edu
2. Enter your NetID using this format: your TRCC ID number without @ symbol Example:12345678@trcc.commnet.edu
3. Enter your password.

FIRST TIME USERS
* click "need initial password," follow prompts
* update emergency contact information
* set security question.
* create personalized password using security question.

PROGRAM SCHEDULE

Introduction to Software Applications
(45 hrs.)

Instructor: Meredith Metcalf

CRN#:   51123

ONLINE ONLY

Dates: June 3, 2020—July 28, 2020

Cost: $420.00

Please **fax** or **mail** this registration form to Workforce & Community Education.

Fax: 860-215-9906

Address: On the back of the brochure.

Prerequisites:

1. Provide proof of High School Diploma

2. Sign up at www.timecenter.com/trcc to take Accuplacer Exam for **English** only. Potential students need to complete ENG* K096 with a C# grade or better to take this course or placement in ENG*K101 or ENG* K105.

Who Should Attend:
Individuals looking to learn Microsoft Office or