

MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. CSCI

COURSE NUMBER: 2100

NUMBER OF CREDITS: 3

Lecture: 3 Lab: 0 OJT 0

Course Title:

Computer Applications 2

Catalog Description:

Computer Applications 2 provides a comprehensive and advanced look at the use of computers in today's society. Emphasis is placed upon the integrated nature of many of today's major applications. Explores the advanced uses of and integration features of word processing documents, database files, spreadsheets and graphic presentations.

Prerequisites or Necessary Entry Skills/Knowledge:

CSCI 1102

FULFILLS MN TRANSFER CURRICULUM AREA(S) (*Leave blank if not applicable*)

- Goal 1: Communication: By meeting the following competencies:
- Goal 2: Critical Thinking: By meeting the following competencies:
- Goal 3: Natural Sciences: By meeting the following competencies:
- Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:
- Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:
- Goal 6: The Humanities and Fine Arts: By meeting the following competencies:
- Goal 7: Human Diversity: By meeting the following competencies:
- Goal 8: Global Perspective: By meeting the following competencies:
- Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:
- Goal 10: People and the Environment: By meeting the following competencies:

Topics to be Covered

To gain understanding the advanced features of word processing documents, spreadsheets, databases, and presentations in home and business settings

To illustrate how to integrate advanced features between applications to create professional reports and presentations.

Student Learning Outcome

Apply proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes.

Apply the ability to create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards.

Apply the ability to create, format, analyze, save, and print spreadsheets while following professional design standards.

Apply the ability to create, format, save, and print word processing documents while following professional design standards.

Apply the ability to create, format, save, and print presentations while following professional design standards.

Apply word processing, spreadsheet, database, and presentation software to solve business problems.

Is this course part of a transfer pathway: Yes No

***If yes, please list the competencies below**

Revised Date: 1/18/2022