Faculty members are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. CSCI COURSE NUMBER: 2100

NUMBER OF CREDITS: 3 Lecture: 3 Lab: 0

Course Title:
Advanced Microcomputer Applications

Catalog Description:
Provides a comprehensive and advanced look at the use of microcomputers 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, data base files, spreadsheets and graphic presentations.

FULFILLS MN TRANSFER CURRICULUM AREA(S)

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:

Prerequisites or Necessary Entry Skills/Knowledge:
CSCI 1102 – Introduction to Computers
Topics to be Covered

- Advanced word processing techniques
- Advanced spreadsheet design
- Advanced database use
- Advanced presentation graphics
- Web page document creation
- Advanced integration techniques

Student Learning Outcomes

| a) | Demonstrate advanced word processing document formatting. |
| b) | Develop formulas, functions and formatting techniques in a spreadsheet. |
| c) | Illustrate charting techniques. |
| d) | Perform What-If analysis in an Excel spreadsheet. |
| e) | Perform queries. |
| f) | Maintain and restructure a database. |
| g) | Demonstrate advanced uses of illustrations, shapes and media in slide presentations. |
| h) | Create a web page from PowerPoint. |
| i) | Integrate and share information between word processed documents, spreadsheets, database files and presentation programs. |

Is this course part of a transfer pathway: Yes ☐ No ☒

Revised Date: May 2020