COURSE OUTLINE

DEPT. Computer Science        COURSE NO. CSC12100

NUMBER OF CREDITS: 3

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.

AUDIENCE Students wishing to continue an exploration of various computer applications and their uses. FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:
CSCI 1102 – Introduction to Computers

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:
Every other year     fall     spring     summer     undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:
   a. Focus on the advanced concepts, skills and understanding in the arena of microcomputer use. b. Examine the steps involved in implementing a microcomputer based solution to a predetermined problem.

2) THINKING SKILLS:
   a. Develop the ability to recognize when and how multiple tools on the microcomputer can be used for problem solving.

3) COMMUNICATIONS SKILL:
   a. Using the internet as tool for communicating and sharing information

4) HUMAN DIVERSITY:

TOPICS TO BE COVERED:
Advanced Word Processing techniques
Advanced Spreadsheet Design
Advanced Data Base Use
Advanced Presentation Graphics
Web page document creation
Advanced Integration techniques
LIST OF EXPECTED COURSE OUTCOMES:

Students will learn advanced word processing document formatting.
Students will learn advanced uses of formulas, functions and formatting techniques in a spreadsheet.
Students will learn advanced charting techniques.
Students will learn how to use a spreadsheet to perform What-If analysis.
Students will learn advanced query techniques in a database.
Students will learn how to maintain and restructure a database.
Students will learn advanced uses of Illustrations, shapes and media in slide presentations.
Students will learn how to create a web page from PowerPoint.
Students will learn advanced uses of integrating and sharing of information between word processed documents, spreadsheets, database files and presentation programs.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Problem Solving
- Student Presentations
- Interactive
- Lectures Creative Projects
- Individual
- Coaching Lecture
- Films/Videos/Slides
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual
- Oral Presentations
- Worksheets
- Collaborative Project
- Textbook Problems
- Papers
- Portfolio
- Group Problems
- Term Paper
- Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES:

The information in this course outline is subject to revision.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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