

CSC 340 - APPLICATION SOFTWARE FOR MICROCOMPUTERS

CREDIT HOURS: 3

PREREQUISITES: CSC 101, 102, or 121.

GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

Advanced utilization of spreadsheet software. Utilization of database software. Operating system and disk management skills. May not be used to satisfy advanced computer science requirements for a computer science/computer information systems major or a computer science minor.

PURPOSE OF COURSE

The purpose of the course is to increase the student's competence in using microcomputer application software and to develop strategies which will enable the student to learn additional features and/or applications.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Demonstrate introductory microcomputer operating system skills.
2. Design and develop advanced electronic spreadsheets.
3. Design and develop relational database projects.
4. Demonstrate strategies which can be used to learn new and/or different computer applications.

CONTENT

Hours

| | |
|--|----|
| Operating System and Application Development | 8 |
| Operating Systems | |
| Overview of application software in a business environment | |
| Disk management | |
| Problem-solving techniques | |
| Data import, export, and conversion | |
| Email, the Internet, and the World Wide Web | |
| Spreadsheets | 18 |
| Spreadsheet applications and design | |
| Functions and formulas | |
| Graphing | |
| Data Base operations | |
| 3-D worksheet | |
| Data Base Management Systems | 16 |

Data Base applications and design
Tables, Queries, Forms, and Reports

Exams (plus final) 3

TOTAL 45

LIMITATIONS

To allow each student to have a computer to work with during lab sessions and exams, the class size is limited to the number of computers available in one of the microcomputer instruction lab classrooms.

EXAMINATIONS

A comprehensive final exam is required of all students.

REFERENCES

Shelly, Cashman, & Quasney, Microsoft Excel 2003 - Comprehensive Concepts and Techniques, Course Technology, 2004.

Shelly, Cashman, & Quasney, Microsoft Access 2003 - Comprehensive Concepts and Techniques, Course Technology, 2004.