SECTION HEADING

CSCI 2100: Computer Applications 2

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.

Credits

3

Prerequisite

CSCI 1102

Topics to be Covered

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

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

Learning Outcomes

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

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

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

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

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

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

Credit Details

Lecture: 3

Lab: 0

OJT: 0