

MISSOURI WESTERN STATE UNIVERSITY
COLLEGE OF LIBERAL ARTS AND SCIENCES

DEPARTMENT OF COMPUTER SCIENCE, MATHEMATICS, AND PHYSICS

Course Number: CSC 201
Course title: MICROCOMPUTER APPLICATIONS
Instructional Methods: FACE TO FACE

Catalog Course Description:

This course will cover applications of productivity software such as Microsoft Office® Word, Excel, Access, and PowerPoint for careers, school, and home. Impact of technology on society by computer information systems, networks, e-commerce, and the Internet is included.

Prerequisites:

Previous computer experience recommended. Course Overview:

COURSE OBJECTIVES

This course will introduce the students to computers, networks, and other aspects of modern information technology as it relates to business through concepts and office productivity software to enhance the students overall college performance. Upon completion of this course the student should be able to;

1. The primary purpose of this course is to prepare students who have not had a background in computers to be better consumers and more productive in their college work or job performance.
2. Specific topics include advanced word processing techniques, multi-media, Internet, e-mail, personal computers, and basic concepts of networking, databases, and spreadsheet topics.
3. A strong emphasis is placed on issues of ethics, societal impacts, and appropriate use of all technologies that are covered.

TEXT:

Microsoft Office 2013, V.1-W/2 Access, Poatsy, Edition 14, Pearson, ISBN 978013358427

Exploring MS.Office 2013, Vol.1-MYITLAB, Mulbery, Edition 14, Pearson, ISBN 9780133775075

TECHNOLOGY:

Each student is responsible for either providing a suitable computer system. You may also use the computer lab in Remington 107 on the Missouri Western campus.

- A valid MyITlab software license is required for this course.
- This course requires broadband Internet Access
- The course requires a licensed copy of Microsoft Office (release may vary)
- Windows 7 or Window 8. Some versions of Macintosh are supported as well. However, my experience with previous versions of this software suggests that there may be problems with some exercises on a Mac.
- Chrome or Firefox Browser
- You might be able to do some pieces of the course from an iPad or Android tablet, but you will not be able to rely on a tablet for most course work. You might have more success with a Windows tablet, but you will probably need a regular Windows 7/8 laptop or desktop.

COURSE OUTLINE:

PART 1: INTRODUCTION TO WINDOWS

Windows operating concepts: folder and file creation, saving and retrieval.
 Creating and using personal workspace such as p: drive, google drive and USB devices

PART II: MICROSOFT WORD

Word Chapter Two Document Presentation: Editing and Formatting
 Word Chapter Three Document Productivity: Working with Tables and Mail Merge
 Word Chapter Four Collaboration and Research: Communicating and Producing Professional Papers

PART III: MICROSOFT EXCEL

Excel Chapter One Introduction to Excel: What Is a Spreadsheet?
 Excel Chapter Two Formulas and Functions: Performing Quantitative Analysis
 Excel Chapter Three Charts: Depicting Data Visually
 Excel Chapter Four Datasets and Tables: Managing Large Volumes of Data

PART IV: MICROSOFT ACCESS

Chapter One Introduction to Access: Finding Your Way Through an Access Database
 Chapter Two Tables and Queries in Relational Databases: Designing Databases and Extracting Data
 Chapter Three Customize, Analyze, and Summarize Query Data: Using Queries to Make Decisions
 Chapter Four Creating and Using Professional Forms and Reports: Moving Beyond Tables and Queries

PART V: MICROSOFT POWERPOINT

Chapter One Introduction to PowerPoint: Creating a Basic Presentation
 Chapter Two Presentation Development: Planning and Preparing a Presentation
 Chapter Three Presentation Design: Illustrations and Infographics
 Chapter Four PowerPoint Rich Media Tools: Enhancing with Multimedia

PART VI APPLICATION INTEGRATION

Integration of all office application: data sharing and merging