Minnesota State University Moorhead

CSIS 103: Computer Concepts and Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Introduction to basic computer concepts including hardware and software. Introduction to and hands-on experience with Windows, spreadsheets, word processors, database management systems, and presentation software as used in a business setting.

B. COURSE EFFECTIVE DATES: 04/11/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Introduction to Computers and Microsoft Windows 7.
2. Creating and editing a Word document.
3. Creating a research paper.
4. Create a cover letter and resume.
5. Create a worksheet and embedded chart.
6. Use formulas, functions, formatting and web queries in a spreadsheet.
7. Perform what-if analysis, goal seeking and charting in a spreadsheet.
8. Create and use a database with tables, forms and reports.
9. Query a database.
10. Maintain a database.
11. Create and edit a dynamic PowerPoint presentation with graphics.

D. LEARNING OUTCOMES (General)

1. Demonstrate the ability to work with the Windows 7 Operating system.
2. Demonstrate the ability to work with Windows Explorer and Internet Explorer.
3. Demonstrate the ability to create and edit a document using Microsoft Word.
4. Demonstrate the ability to create a research paper using Microsoft Word.
5. Demonstrate the ability to create a cover letter and resume using Microsoft Word.
6. Demonstrate the ability to create a simple worksheet and embedded chart using Microsoft Excel.
7. Demonstrate the ability to create a worksheet with formulas, functions and web queries using Microsoft Excel.
8. Demonstrate the ability to perform what-if analysis, goal-seeking, and charting using Microsoft Excel.
9. Demonstrate the ability to create a simple database with tables, forms and reports using Microsoft Access.
10. Demonstrate the ability to create various queries, joins, and statistical calculations using Microsoft Access.
11. Demonstrate the ability to add, change, and delete records, create filters and maintain a database using Microsoft Access.
12. Demonstrate the ability to backup, restore and compact a database using Microsoft Access.
13. Demonstrate the ability to design a simple database with primary and foreign keys.
14. Demonstrate the ability to create relationships between tables and implement referential integrity.
15. Demonstrate the ability to create and edit a dynamic presentation with graphics using Microsoft PowerPoint.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted