

CSIT 3340 - APPLICATION SOFTWARE FOR MICROCOMPUTERS

CREDIT HOURS: 3

PREREQUISITES: CSIT 1300 or COSC 1301 or BCIS 1305 or CSCI 2302 or 2311 or MGMT 2372.

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

CATALOG DESCRIPTION

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

COURSE CALENDAR

This course meets for a minimum of 37.5 lecture contact hours during the semester. Students have significant weekly extracurricular assignments which may involve reading, watching videos, or engaging in other forms of preparation. Students are expected to complete 14 – 18 laboratory or programming assignments, and 2-3 periodic exams in addition to the final exam. Students are expected to prepare for any class assignments or quizzes over the material covered in class or the extracurricular assignments. Successful completion of these activities requires at a minimum six additional hours of outside of classroom work each week.

CONTENT

Hours

Operating System and Application Development.....	2
Operating Systems\File Management	
Problem-solving techniques	
Data import and export	
Spreadsheets.....	28
Spreadsheet applications and design	
Problem-solving techniques	

Functions and formulas
Advanced Financial Functions
Database Operations
3-D worksheet
Data import and export
Pivot Tables and Pivot Charts
Shortcuts

Database Management Systems.....	12
Database applications and design	
Tables, Queries, Forms, and Reports	
Problem-solving techniques	
Data import and export	
Exams (plus final).....	3
	TOTAL
	45

LIMITATIONS

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

EXAMINATIONS

A comprehensive final exam is required of all students.

REFERENCES

Freund, Starks Shelly Cashman Microsoft® Office 365 & Excel 2016: Comprehensive, 1st Edition, Course Technology, 2017

Last, Pratt Shelly Cashman Microsoft® Office 365 & Access 2016: Introductory, 1st Edition, Course Technology, 2017