

Minnesota State College Southeast

COMP 1445: Advanced Computers: Issues and Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires any of these seven prerequisites

COMP 2515 - Computers: Issues and Applications

COMP 1530 - Word Processing and Presentation Applications

COMP 1535 - Spreadsheet Applications

COMP 1540 - Online Communications

COMP 1130 - Word Processing and Presentation Applications

COMP 1135 - Spreadsheet Applications

COMP 1140 - Online Communications

Corequisites: None

MnTC Goals: None

This course will expand knowledge of computer concepts and applicable skills through individualized project-based assessments that focus on career development. Through an integrated and advanced approach, students will improve proficiency in popular software applications (word processing, spreadsheet, database management, and presentation graphics). Computer concepts will be examined at a deeper level and will include, but are not limited to, historical events, current/future technological trends, PC (personal computer) concepts, file management and storage, the Internet, online learning software and resources, digital communications, and computer security, ethics, and privacy. Prior knowledge of Microsoft Office 2013/Office 365 is recommended, but not required. (Prerequisite: BUSN1245 or COMP1130, COMP1135, and COMP1140 or instructor permission) (3 credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 07/27/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Operating system
2. File management and storage
3. Word processing applications
4. Spreadsheet applications
5. Database management applications
6. Presentation graphics applications
7. Internet fundamentals

D. LEARNING OUTCOMES (General)

1. Examine the historic role and current/future technological trends in society
2. Apply computer terminology and PC (personal computer) concepts
3. Utilize advanced features of an operating system and online learning software
4. Enhance file management skills, including the use of various storage devices
5. Expand internet skills and utilize online resources
6. Increase skill using various digital communications
7. Analyze issues surrounding computer security, ethics, and privacy
8. Produce word-processed documents and utilize advanced features and tools
9. Devise spreadsheets and utilize advanced formulas, functions, and spreadsheet features, including chart tools
10. Design database tables, forms, and reports, as well as execute advanced database queries
11. Create electronic presentations, applying templates and advanced design, illustration, and sound elements

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

This course was previously COMP 2525.

Microsoft Office 2013/Office 365 is required software for those taking this course online.