

COURSE OUTLINE OF RECORD

Dept., Number	CSC 2330	Course Title	Computer and Its Use II
Semester Hours	3		
Year	2006	URL (if any):	

Current Catalog Description:

This course is a continuation of CSC 1306. It provides more advanced exposure to commonly used software, including computer graphics applications design, desktop publishing, database programming, spreadsheet functions, and other applications. Laboratory work required.

Textbook:

Microsoft Office 2003: Advanced Concepts and Techniques, by Gary B. Shelly, Thomas J. Cashman, and Misty E. Vermaat, Course Technology, 2004. ISBN 0-619-20025-1

Course Goals:

Upon completion of this course the student should:

1. Acquire more advanced skills on database, spreadsheet, and word processing/desktop publishing and presentation applications.
2. Feel confident about application software and use it efficiently.

Prerequisites by Topic:

Computer and Its Use I (CSC 1306)

Major Topics Covered in the Course (number of weeks):

UNIT 1. Word Processing with Microsoft Word 2003	(2.5 weeks)
UNIT 2. Presentation Software: Microsoft PowerPoint 2003	(3.0 weeks)
UNIT 3. Spreadsheets: Microsoft Excel 2003	(4.0 weeks).
UNIT 4. Databases: Microsoft Access 2003	(2.0 weeks)
Special Group Project(Paper/Presentation, etc)	(1.0 weeks)
Three Tests	(1.5 weeks)

Laboratory Projects:

The lab projects will mostly coincide with the projects in the textbook.

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Estimate Curriculum Category Content (Semester hours)

Area	Core	Advanced	Area	Core	Advanced
Algorithms			Data Structures		
Software Design			Prog. Languages		
Comp. Arch.					

Oral and Written Communication:

Social and Ethical Issues:

Theoretical Content:

Problem Analysis:

Open-Ended Design: