Minnesota State University Moorhead

OM 395: Computer Applications for Technologists

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

The stand alone and integrated application of computer software tools such as spreadsheets, word processors, database management systems, graphics and other productivity software, to problem solving contexts specific to the disciplines of technology.

B. COURSE EFFECTIVE DATES: 02/02/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Create complete applications to automate technical and/or management functions in in a suite of software like MS-Office.
2. Use the tools built into a spreadsheet like MS-Excel to select, organize, and present data in a technical or management environment.
3. Use data analysis tools in spreadsheets to compare a range of alternatives, seek target values, and identify optimal solutions.
4. Import, export, link and merge data between Office applications and from the Internet.
5. Create macro programs to collect and compare data and automate spreadsheet processes.
6. Design, create and program user forms to address end-user needs.
7. Create user-defined functions in spreadsheets
8. Use database query and form tools to select, organize and present data in a technical or management environment.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted