



# MS-184

## Introduction to Computer Methods and Applications

<b>Course number</b>	MS-184
<b>Course title</b>	Introduction to Computer Methods and Applications
<b>Course description</b>	This course introduces the student to the fundamental concepts of popular application software included Microsoft (MS) Office 2003 and MSOE's on-line learning systems. MS183 covers WebCT, MSOE library resources, MS word, MS excel, and MS PowerPoint. MS184 covers the same topic and MS Access. Topics for MS183 (2 quarter credits) are completed at the end of Week 8 of the quarter. Topics for MS184 (3 quarter credits) are completed at the end of Week 11. The course materials are presented in a "hands-on" style. Class meetings are conducted in tutorial style. Attendance is not considered part of the course evaluation and grade.
<b>Prerequisites</b>	None
<b>Corequisites</b>	None
<b>Required materials</b>	<ul style="list-style-type: none"> <li>▪ <i>Microsoft Office 2003: Specialist Certification</i> Rutkosky, Nita Hewitt, Paradigm Publishing Inc., 2004</li> <li>▪ <i>Laptop computer required for this course.</i></li> <li>▪ <i>Access to the Internet is required for this course.</i></li> </ul>
<b>Course objectives</b>	<p>Upon successful completion of this course, the student will:</p> <ul style="list-style-type: none"> <li>▪ Create a Word Document</li> <li>▪ Edit and Format a Word Document</li> <li>▪ Create a Multi-Page Report using Word</li> <li>▪ Create a Newsletter using Word</li> <li>▪ Create a Web Page using Word</li> <li>▪ Manage Financial Data using Excel</li> <li>▪ Work with Formulas and Functions</li> <li>▪ Develop a Professional-Looking Worksheet</li> <li>▪ Create Charts and Graphics using Excel</li> <li>▪ Create a Letter that includes a Chart and Table</li> <li>▪ Create a PowerPoint Presentation</li> <li>▪ Apply and Modify Text and Graphic Objects to a PowerPoint Presentation</li> <li>▪ View and Work with Tables in an Access Database</li> <li>▪ Create, Update, and Modify Tables in an Access Database</li> <li>▪ Query an Access Database</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Create Forms and Reports in Access</li> </ul> <p>Verify the objectives against the <a href="#">Course Grade Book</a></p>										
<b>Course topics</b>	<ul style="list-style-type: none"> <li>▪ Windows XP (6 classes)</li> <li>▪ WebCT (6 classes)</li> <li>▪ MSOE Library (6 classes)</li> <li>▪ Word 2003 (6 classes)</li> <li>▪ Excel 2003 (6 classes)</li> <li>▪ PowerPoint 2003 (6 classes)</li> <li>▪ Access 2003 (6 classes)</li> </ul>										
<b>Prereqs by topic</b>	None										
<b>Course structure</b>	3-0-3 (class hours/week, laboratory hours/week, credits)										
<b>Course topics by day</b>	<a href="#">Lecture topics page</a>										
<b>ABET content</b>	<table border="1"> <thead> <tr> <th>Engineering topics</th> <th>Design</th> <th>General education</th> <th>Math/science</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0%</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Engineering topics	Design	General education	Math/science	Other	0	0%	0	0	0
Engineering topics	Design	General education	Math/science	Other							
0	0%	0	0	0							
<b>Laboratory topics</b>	<ul style="list-style-type: none"> <li>▪ No formal labs, but class assignments use all of the Microsoft Office tools in project-based work</li> </ul>										
<b>Student Work</b>	<p>Low, Medium, and High scoring samples will be saved by all instructors of this course for the following terms:</p> <ul style="list-style-type: none"> <li>▪ Spring, 2003</li> <li>▪ Fall, 2003</li> <li>▪ Winter 2003-04</li> </ul>										
<b>Coordinator</b>	Wendy Jensen										
<b>Last review</b>	09/14/2005 by Steve Bialek, Ph.D., Associate Professor & Program Director, BMS, BSM, BUS, B&CS										
<b>Last update</b>	09/14/2005 by Steve Bialek, Ph.D., Associate Professor & Program Director, BMS, BSM, BUS, B&CS										

*This course information was last updated on 7/16/2003. Send comments to [Dr. Jeffrey Blessing](#). (Rev. 2.3)*