CS 1003: Computer Proficiency

Required Course: Not a required course and does not serve as a CS elective
Course Number: 1003
Course Name: Computer Proficiency
Credit Hours: 3
Lecture Hours: 3
Lab Hours: 0
Instructor(s): Jongho Seol

Book Title(s): “Exploring Microsoft Office 2016 Volume 1”, with MyITLab access.
Book Author(s):
Book Year(s):

Course Description: For students with minimal personal computer skills. Use of Internet and productivity software such as word processing, spreadsheets, databases, and presentation software. The ability to log on to a personal computer, access the OSU network, and access OSU Web sites is assumed.

Course Prerequisites: None

Course Goals:
After taking the course, students should
- Be able to navigate the internet using a web browser
- Be able to obtain, copy, and move files needed for class
- Gain a working knowledge of Microsoft Word
- Gain a working knowledge of Microsoft Excel
- Gain a working knowledge of Microsoft PowerPoint
- Integrate the Various Programs Together

Course Topics:

- Navigate the web
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Working with multiple programs