

## ***CS 1003: Computer Proficiency***

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**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

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

**Book Author(s):**

**Book Year(s):**

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**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

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### **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
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### **Course Topics:**

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