

Fall 2009

Welcome to Introduction to Computers online;

This course is designed for students who want to learn how to apply computer technology to college study and professional-level activities after graduation. For this reason, CSC 105 will focus on personal computers and application software (specifically word processing, spreadsheets, data management, and presentation graphics). It is not required that you have had previous experience with computers, computer programming, or advanced mathematics.

When you have completed this course, you should be able to effectively use computer technology in your chosen major or career. Specifically, you should be able to use a personal computer operating system to perform a variety of file manipulation operations; use a word processing system at an advanced level to create, edit, and format documents such as letters, memos, reports, brochures, and resumes; use spreadsheet software to store quantitative data and to perform accurate and rapid calculations for simple budgets to financial analysis; use presentation graphics software to create slide shows for presentation by a speaker or to be published as part of Web site; and to use a relational database system to store data and convert it into information.

Please note: All assignments and tests are presented in the Microsoft Office 2007 format and all assignments **must** be completed using Microsoft Office 2007 software. Microsoft Office Professional can be purchased at the bookstore at a discounted price. For additional information and course requirements, please see the CSC 105 syllabus.

I hope you will join us to learn about the power of these application productivity tools.

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