

IST 102C : PC Applications

Introduces students to desktop PC applications with an emphasis on topics from a user perspective. Topics include use of an operating system, word processor, spreadsheet, presentation software, internet, and hardware and software considerations. Students may not receive credit for this course, IST 102AC, and IST 102XC.

Credits 3

Lab/Practicum/Clinical Hours 0

Lecture Hours 3

Learning Outcomes

- Use word processing software.
- Use electronic spreadsheet and develop workbooks, formulas and functions, and charts.
- Use presentation program to develop an electronic slide show.