

COURSE: COMPUTER STUDIES 101: Essentials of Computing

DESCRIPTION: Computer laboratory-based class experience designed for individuals with basic knowledge of the microcomputer. Practice in word processing, spreadsheet applications, PowerPoint, and Internet searching and utilization. Exercise-driven laboratory sessions enable participants to produce a portfolio demonstrating acceptable mastery of popular computer applications.

RECOMMENDED TEXT: Timothy O'Leary & Linda O'Leary, Computing Essentials, 16th Edition, 2005. McGraw Hill Higher Education. ISBN #0072836075.

FORMAT: The exam is divided as follows: Part I of the exam contains 70 questions of multiple - choice type. (Value: one point each).

GRADING: Students must receive a "C" (73-76) in order to receive credit for a course taken as a Challenge Exam.

<u>TOPIC</u>	<u># OF QUESTIONS</u>
DOS	10
System Commands	9
Hardware	9
Word Processing	8
Spreadsheets	20
Data Base	10
Graphics	4

Part 2 contains 6 essay questions. (Value: 5 points each).

<u>TOPIC</u>	<u># OF QUESTIONS</u>
DOS	1
System Commands	1
Spreadsheets	2
Data Base	1
Graphics	1