



College of Information Science and Technology

Computer Skills Prerequisite

All incoming graduate students must have the following computer skills prior to taking any courses in the College of Information Science and Technology: Windows; MS Office including Word, Excel, PowerPoint, and basic Access (table creation, queries on a single table); e-mail; Internet; Visio (or any drawing tool); telnet; and ftp.

The information that follows is intended as a guide to assist students who need to acquire any or all of the skills listed above. Please note that fulfilling this prerequisite is the responsibility of the student. To acquire these skills, students can take courses at a community college, a university, or a computer training center. For example, Drexel [Information Resources and Technology](#) Center offers workshops and support through their [website](#).

In order to determine if you have these skills, you should be able to perform the following:

1. Log-on and shut down a computer system
2. Use a mouse pointing device
3. Use a virus checking program
4. Create an appropriate hierarchy of folders/files
5. Rename, delete, or move a folder/file
6. Attach/receive a document file to/with an e-mail message
7. View a homepage on the Internet
8. Use a word processor to write a paper
9. Save documents in various formats
10. Create a simple spreadsheet with formulas
11. Create a simple chart using a spreadsheet
12. Create a simple database, such as an address book, using software such as Access
13. Create a simple diagram using a drawing program such as Visio
14. Create a simple title, bulleted list, table, and graphics slides using presentation software such as PowerPoint

Additional skills for needed for online students:

In order to participate fully and successfully in our online graduate program, you will be expected to know how to perform the additional tasks:

1. Use File Transfer Protocol (FTP) to download a file
2. Create a web page using *any* HTML editor
3. Use a Telnet client
4. Use an FTP client
5. Set up an Internet connection
6. Unpack and create a .zip file