

COMPUTER APPLICATIONS

- * This course provides instruction in MS Word and MS Excel.
- * It is a one-semester course designed to enable students to master fundamental computer skills necessary in college and business.
- * Students use Microsoft Office 2003 to create professional documents.
- * Topics in MS Word and MS Excel are covered in project form and include creating and editing documents such as research papers and resumes using wizards (templates) in the instruction process.
- * The MS Excel projects include creating a worksheet with an embedded chart, formulas, functions,
- * I expect to get an A or B if I do all the work because this course requires work if you want to do well in it. Since I am not that good at typing then I will have to work harder for the A or B.



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