

COMPUTER APPLICATIONS

Things I Will Learn

- Proficiency in the use of MS Office tools so that papers, projects, and presentations in other classes are professionally prepared.
- Develop mastery of alphabetic keyboard, including alpha, numeric, and command keys.
 - Develop the ability to format documents.
- Develop the ability to use automatic features the computer equipment provides to perform various editing functions.
- Process documents which are acceptable in format, language usage, error detection and correction.
- Develop work habits that are important to success in school and business.
 - Develop speed and accuracy in using the computer keyboard.
 - Develop proofreading techniques.
- Learn the basics of MS Word 2003 and MS Excel 2003 in conjunction with the above.

I expect to get either a B+ or A in this class because I am very organized and can listen well. I am a good student and take this course very seriously and intend to do my best. I also have had previous knowledge that helps me do well.

Greg Alexander

