

Computer Applications

- 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 that 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 Microsoft Office 2007 in conjunction with the above.

I expect myself to get an A in this course because I am very good at working with computers and can process things easily. If instructed I believe I can do many things in this course such as projects with a minimum amount of assistance. In my past experiences I think I did well working with computers and I think that I am pretty good with computers.



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