

Computer Applications

Course Goals

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

