

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 think that I'll get around a 70-80 as I don't know much about computers. The computer I am used to knowing is around the year 2000, and these new ones are a different concept for me. Along with all these new websites and html things, I think that I'll do fine as long as I pay attention and try to go online for things I don't get.



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