

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 MS Word 2003 and MS Excel 2003 in conjunction with the above.

I intend on receiving an "A" in this course because I will work hard and try to learn the most I can about computer programs and typing. I will try my hardest and am an "A" student so I should get an "A".

