

BST110 : Computer Applications

This course focuses on the use of a Windows-based personal computer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and Microsoft Office for word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course.

Credits 3

Prerequisites

[BST101](#): Typing I or [BST102](#): Computer Keyboarding or 30wpm

Semester Offered

Fall

Spring

Summer

Notes

Satisfies a General Education elective (Interdisciplinary Studies).