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 or BST102 or 30wpm
Semester Offered
Fall
Spring
Summer
Notes
Satisfies a General Education elective (Interdisciplinary Studies).