



## **Computer Applications I**

**Course Number:** 6411

This course is designed to help students master advanced skills in the areas of word processing, database management, spreadsheet, telecommunications, desktop publishing, and presentation applications. Emphasis is on data communications, Internet and e-mail, as well as skill development in the integration of software applications, ethical issues pertaining to information systems, and information technologies careers. Communication skills and critical thinking are reinforced through software applications. Assessments include multiple choice/true false questions, discussion assignments, and projects.

### **Prerequisites**

Keyboarding Skill — defined as a minimum of 35 words per minute with errors corrected; format from rough draft copy of an announcement, memorandum, personal business letter, and unbound report; and exhibit proper keyboarding techniques.