BCPT101R : Introduction to Computer Applications

The purpose of this course is to provide the student with an introduction to and working proficiency with computers. Computer literacy and familiarity with common commercial application software will be developed in a laboratory setting. It will feature the use of IBM-compatible hardware, the Windows operating system, Microsoft Office (Word, Excel, Access, Power- Point), and the Internet.

Credits 3
Lab Hours 3
Lecture Hours 2