


Business Administration

Course Number:	BUAD 128
Course Title:	COMPUTER APPLICATIONS I
Credits:	3
Calendar Description:	This course includes the use of computers in the business environment, including word processing, presentation graphics and spreadsheets. Computer concepts including hardware, software and data communications are covered at the intermediate level. Students will be expected to use their computer skills in other business courses. <i>(also offered by Distance Education)</i>
Semester and Year:	WINTER 2023
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 236, 272, 282, 283, 293, 298, 333, 335, 340, 360, 382
Final Exam:	No
Hours per week:	4
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No
Transfer Credit:	CIB, PMAC
Special Notes:	Credit may be received by passing a challenge exam
Originally Developed:	1984
EDCO Approval:	May 2017
Chair's Approval:	

Professors

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STAFF			

Course Objectives (continued)

Performance Skills for Microsoft PowerPoint

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