

000 BUSINESS

<u>Grade</u>	<u>Course</u>	<u>Title</u>	<u>Credit</u>
9, 10	011	Keyboarding I	1/2
10, 11, 12	012	Computer Applications I	1/2
10, 11, 12	013	Computer Applications II	1/2

011 KEYBOARDING I

(1 semester)

Prerequisites: None

1/2 credit

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Students develop fluency and speed in touch keyboarding and gain experience in preparing, proofreading, and editing word processed documents, as well as demonstrate ability to perform.

Students are encouraged to take the Keyboarding Proficiency Test in the spring to exempt them from this requirement.

012 COMPUTER APPLICATIONS I

(1 semester)

Prerequisites: Keyboarding I

1/2 credit

10,11,12

An examination of the uses of computers and other technologies in business. Emphasis is placed on developing work related skills using simulations of current business practice associated with advanced word processing, spreadsheet, data base and office technology applications.

013 COMPUTER APPLICATIONS II

(1 semester)

Prerequisites: Computer Applications I

1/2 credit

10,11,12

A continuation of Computer Applications I allowing students the opportunity to experiment with software programs and use these to expand technology skills.