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. *(also offered by Distance Education)*
Semester and Year:	**Fall 2017**
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

Course Objectives (continu4

Course Schedule

Week of:	Tuesday Sept 5 College-wide Orientation Day	