

BST 240-75--Fundamentals of Business Computer Technologies

This course is an overview of the software packages used in Microsoft Office 2007.

Students will learn the fundamentals of:

- Windows,
- Microsoft Word (word processing),
- Excel (spreadsheets),
- Access (database), and
- PowerPoint (presentation).

This is a fast-paced three week course offered on-line via WebCT.

There will be only one in class meeting on Tuesday, May 27, 8am-11am, in Cole 210.

The class will be held May 27-June 13 with scheduled on-line exams and electronic submission of homework.