

# Business Administration

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|-------------------------|---|
| Course Number:          | BD 128  |
| Course Title:           | <b>COMPUTER APPLICATIONS I</b>  |
| 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:      | <b>Winter 2018</b>  |
| Prerequisite(s):        | No  |
| Coprerequisite(s):      | No  |
| Prerequisite to:        | BD 236, 272, 282, 283, 293, 298, 333, 335, 340, 360, 382  |
| Final Exam:             |   |
| Hours per week:         |   |
| Graduation Requirement: | & Diploma - Required  |
| Substitutable Courses:  |   |
| Transfer Credit:        | PMAC  |
| Special Notes:          |   |







