

*Registrar's Office*

Computing Science 1570  
Introduction to Computing for Business Applications OCT 10 1995  
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**Purpose**

This course introduces students to the applications of computers to business problems. The student will become familiar with general computing concepts and terminology as well as gaining an understanding and appreciation of the impact that computer technology is having on society. The lab portion will provide students with hands-on experience on several popular microcomputer software packages. Introduction to programming in a high-level language will be provided if time permits it.

**Text**

Theory : Complete Computer Concepts  
by Shelly Cashman

Lab : Understanding and using Quattro Pro  
Understanding and using Windows  
Understanding and using WordPerfect

Marking : Lab Quizzes/Assignments 30%  
Term Test - 1 15%  
Term Test - 2 20%  
Final Exam 35%

Students should also have available at least two 3.5" High Density (HD) or Double Density (DD) diskettes.