BELLEVUE BAPTIST CHURCH
Bellevue Tutorial

Course Title: Computer Applications

Description:

Students will learn, examine, and practice Microsoft Office skills designed to teach them to use the computer as a business and personal tool. Using a computer laboratory classroom, students will gain experience exploring software applications for word processing, spreadsheets, database management, and multimedia presentation. Participants will learn business-critical, foundational computing skills for college and career. This course focuses on learning the business productivity software applications while producing intermediate business and personal documents.

Access to a computer with MS office applications is required for outside-class work.

Recommended Grades: 10+

Prerequisites: None

Tuesdays 8:30 – 10:00 AM; 32 weeks

Minimum 6 students required to start

Location: Bellevue Tutorial Computer Lab

Textbook: Tutor will provide materials

Teacher:

Charlie Moore; Contact Bellevue Tutorial, 901-347-5518, tutorial@bellevue.org

Cost:

$440