

# CMSK – COMPUTER SKILLS

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## **CMSK 011**

### **Computers Level I**

**5 Credits      Weekly (0-5-0)**

Computers Level I is a facilitated self-paced introduction to MS Office applications (MS Word, MS Excel, and MS PowerPoint). The course includes skills that can be used in further studies such as preparing reports, essays, and presentations. Students are also provided with an opportunity to improve their keyboarding skills.

## **CMSK 015**

### **Computers Level II**

**5 Credits      Weekly (0-5-0)**

Computers Level II is a facilitated self-paced exploration of MS Office applications (MS Word, MS Excel, and MS PowerPoint). The course includes skills that can be used in further studies such as preparing reports, essays, and presentations. Students are also provided with an opportunity to improve their keyboarding skills.

*Prerequisites: CMSK 011.*