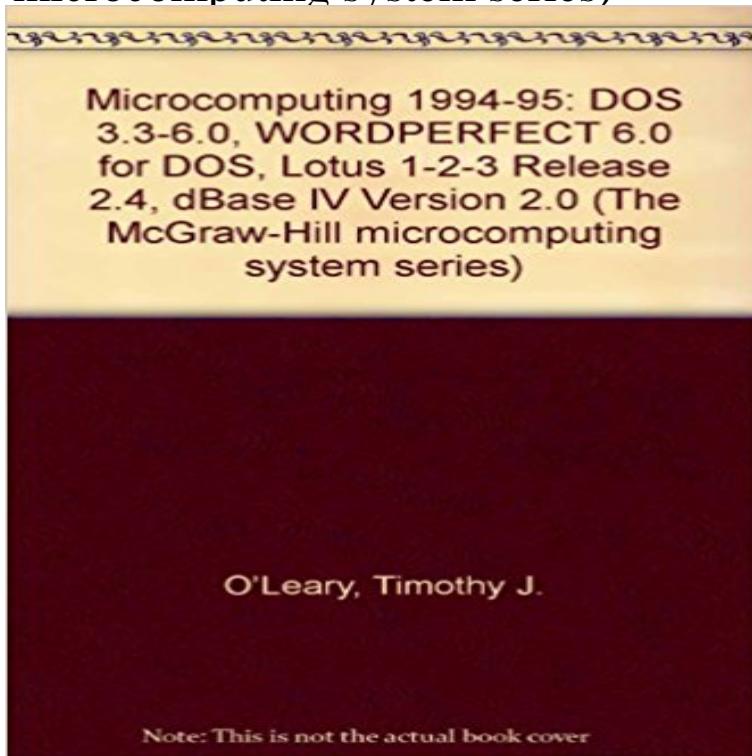


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This introduction to computers comprises Computing Essentials 1994-1995 (300-pages of computer concepts) plus Microcomputing Labs C (700 pages of lab tutorials) in a spiral binding. The computer concepts section offers students competencies in computer-related knowledge and skills. The lab tutorial section provides students with an introduction to the most widely-used software application programs in business and industry, and for personal use. In the computer concepts section students will gain a basic working vocabulary and knowledge of computer and information concepts. Numerous colour illustrations, photos and charts should enhance student interest and comprehension. Students will learn to use microcomputers to increase their productivity and value in the workplace. This text will provide computer competency so information-related and decision-making business needs can be met. The Student Buyers Guide at the end of this section shows students the four steps (needs, budget, software, hardware) to consider when purchasing a new or used microcomputer for personal use. In the lab tutorial section there is an accurate, readable, keystroke approach, using simple, straight-forward language. Students will become familiar with, and gain practical skills in the most commonly-used features of the most commonly-used commercial software packages. The objectives listed at the beginning of each lab module explain the concepts, commands, and competencies to be gained in each software application program. The Sports Club case study, used throughout all of the Lab Modules in the Microcomputing Annual Edition System, places real-world business problems within the context of a health club business environment. Students solve the business problems by using application software such as word processing, spreadsheet, and database

software. Lab Activities consist of detailed, step-by-step instructions and screen displays to aid students in solving the case study problems. Each lab lesson builds on the previous lesson while the number of screen displays decreases and the instructions become less specific so students think about what they have learned, avoid rote learning and become proficient in the concepts and commands presented.

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