

# COMPUTER SOFTWARE (103)

## 103-159 - Computer Literacy - Microsoft Office

Develops basic computer skills in Windows, Internet communication, professional use of Social Media, word processing with Microsoft Word, spreadsheets with Microsoft Excel, and presentations with Microsoft PowerPoint. This course is a "hands-on" computer class and cultivates skills for college and work. Students must be comfortable using a computer. Students not familiar with a computer should enroll in Microsoft Windows. Keyboarding skills recommended. Credit for Prior Learning Available

1 Credit hours

36 Lab hours

## 103-160 - Microsoft Word

Introduces word processing applications, functions and features. Emphasizes creating, editing, saving and retrieving files; using wizards and templates; creating organized tables; and using grammar, formatting and spelling tools. Produces documents with charts generated from tables. Integrates information with other Microsoft applications. Windows-based Microsoft Word software is used. May be taken alone, as part of the Office Software Suite Certificate or to prepare for certification exams. It is recommended (but not required) that entry-level students complete Computer Literacy - Microsoft Office before enrolling in this course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-162 - Microsoft Integration

Provides hands-on experience integrating files to and from database, word processing, presentation graphics and spreadsheet software programs. (Prerequisites: 103-159 Computer Literacy-Microsoft Office; 103-160 Microsoft Word; 103-180 Microsoft Excel; 103-181 Microsoft Access)

1 Credit hours

36 Lab hours

## 103-170 - Beginning Photoshop

Introduces Adobe Photoshop software. Uses software tutorial exercises to focus on learning Photoshop's user interface, tools, image creation, and editing techniques and procedures. Basic computer skills, Internet connection, and current version of Adobe software required for on-line course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-174 - InDesign

Introduces basic page layout document construction techniques. Uses software tutorial exercises to focus on learning Adobe InDesign's user interface and document creation procedures. Basic computer skills, Internet connection and current version of Adobe software required for online course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-180 - Microsoft Excel

Introduces spreadsheet applications, functions and features using data tables, solver and document review. Emphasizes creating, editing, saving and retrieving files, applying formulas and managing large workbooks, charts and amortization schedules. May be taken alone, as part of the Office Software Suite Certificate, or as the first step in preparation for the Microsoft Certification test. Students should have a basic understanding of a computer system. For entry-level students, Microsoft Windows or Computer Literacy - Microsoft Office is recommended before starting this course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-181 - Microsoft Access

Develops skills to manage relational databases by completing various activities using Microsoft Access in a hands-on format. Builds skills essential to unlocking the potential of a fully functional RDBMS (relational database management system). Access is a database program which keeps track of large amounts of data and organizes it in a useful manner. It provides a cost-effective method of leveraging key database functionality with easy-to-use graphical interface. Students must have a working knowledge of a computer system. Windows and Excel courses (or a working knowledge of both) are recommended before completing this course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-182 - Microsoft PowerPoint

Introduces Microsoft PowerPoint, Windows-based software that facilitates the design and creation of presentations in the form of text, clip art, animation, organizational charts and tables. Students produce interactive presentations with sound and other enhancements. May be taken alone, as part of the Office Software Suite Certificate or as the first step in preparation for the Microsoft Certification test on PowerPoint. Students should have a basic understanding of a computer system.

For entry-level students, Microsoft Windows or Computer Literacy - Microsoft Office is recommended before starting this course. Credit for Prior Learning Available

2 Credit hours

18 Lecture hours

36 Lab hours

## 103-185 - Microsoft Collaboration

Learn techniques for using MS Teams to provide collaborative meetings and workspaces. Deploy tools to increase collaboration, manage groups, and embed files. Examine group roles and related security concepts.

3 Credit hours

36 Lecture hours

36 Lab hours

## 103-186 - Microsoft Azure

Examine fundamental concepts of cloud computing supported by MS Azure. Learn basic Azure skills to support storage and networking along with opportunities for virtual computing. (Prerequisite: 150-108 IT Fundamentals 2)

3 Credit hours

36 Lecture hours

36 Lab hours

**103-189 - Microsoft Windows**

Provides basic overview of Windows. Focuses on concepts and terminology. Students develop skills in using a mouse, working with icons, using Windows Explorer, file/folder manipulation and print controls. May be taken alone, as part of the Office Software Suite Certificate, or as a step in preparation for Microsoft Certification. Students should have basic knowledge of a computer system. Support services and/or tutoring are available and recommended for very entry-level students. Credit for Prior Learning Available

1 Credit hours

36 Lab hours