## Computer Skills (COMP)

### Courses

**COMP 1100. Beginning Computer & Internet Operations. 1 Hour.**
For students who need a foundation in the basic operations of a personal computer in a hands-on course, including the basics of computer hardware and software, the Windows operating system, computer concepts, Internet basics, Web browsers, email, and accessories programs. Course is self-paced with deadlines. FA, SP, SU.

**COMP 1210. Beginning HTML. 1 Hour.**
Open to all students interested in preparing documents for viewing on the World Wide Web. Introduction to HyperText Markup Language, including Web page format, tables, frames, and linking to graphics and other documents. FA, SP, SU.

**COMP 1310. Microsoft Word Fundamentals. 1 Hour.**
For students who have a foundation in the basic operations of a personal computer and want a basic skills using word processors to prepare, edit, and manipulate text. Includes creating, saving, and printing documents; formatting characters, lines, and pages; file management; fonts; spelling, grammar, and thesaurus writing tools; inserting graphic images; and table basics. Self-paced (with deadlines), hands-on course. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1410. Microsoft Excel Fundamentals. 1 Hour.**
For students who have a foundation in the basic operations of a personal computer and want basic skills in using computer spreadsheets, including layout and labeling, entering and editing data, the use of mathematical functions for calculations, graphing, and charting results. Self-paced (with deadlines), hands-on course. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1430. Financial Recordkeeping: Quicken. 1 Hour.**
For all students with an interest in keeping personal financial records. Introduces and gives hands-on practice with Quicken, a software program that organizes interrelated account, transaction, credit, and investment information. Course is self-paced with deadlines. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1435. Financial Recordkeeping: Quickbooks. 1 Hour.**
For all students with an interest in keeping financial records. Introduces and gives hands-on practice with QuickBooks Pro, accounting software for businesses, including invoicing, accounts receivable, accounts payable, payroll, job costing, and report processing. Course is self-paced with deadlines. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1600. Database Applications: Microsoft Access. 1 Hour.**
For students interested in database management using Microsoft Access. Includes procedures and processes used in creating and maintaining a database. Includes creating tables, forms, reports, querying data in one or several tables, and mailing labels. Self-paced (with deadlines), hands-on course. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1700. Presentation Applications: PowerPoint. 1 Hour.**
For students interested in creating presentations using Microsoft PowerPoint. Introduces preparing, editing, and manipulating slides, including changing slide layout and design, inserting graphics objects, formatting text and tables in slides, and preparing slides and supplements for printing. Self-paced (with deadlines), hands-on course. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 1800. Microsoft Publisher. 1 Hour.**
For students interested in using Microsoft Publisher to create, design, and print publications, including working with graphic objects, enhancing a publication, improving the design of a publication, working with multiple pages, and learning some advanced publication features. Self-paced (with deadlines), hands-on course. COMP 1100 or equivalent skill is a recommended prerequisite. FA, SP, SU.

**COMP 2990. Seminar in Computer Skills. 1-3 Hours.**
For students wishing instruction that is not available through other regularly scheduled courses in this discipline. Occasionally, either students demand some type of non-traditional instruction, or an unanticipated opportunity for instruction presents itself. This seminar course provides a variable-credit context for these purposes. As requirements, this seminar course must first be pre-approved by the department chair; second, it must provide at least nine contact hours of lab or lecture for each credit hour offered; and third, it must include some academic project or paper (i.e., credit is not given for attendance alone). This course may include standard lectures, travel and field trips, guest speakers, laboratory exercises, or other non-traditional instruction methods. Note that this course is an elective and does not fulfill general education or program requirements. Prerequisite: Instructor permission.