

# Computer Skills (COMP)

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**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. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. \*\*COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Basics of Windows 10, OneNote, Microsoft Office, Outlook and File Management. 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. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. \*\*COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Modify word documents include themes, styles, various formatting features, headers and footers, footnotes, column and page breaks, inserting tables, clipart or pictures, and spell check/thesaurus features. FA, SP, SU.