**Computer Skills (COMP)**

**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.

**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. 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. Demonstrate how to use a spreadsheet file by adding worksheets, inputting data, analyzing, create tables & charts, and other formatting features. 2. Use a spreadsheet to create proper formulas and basic functions such as Average, Max, Min, and Sum. 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. 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. Locate commonly used operations within Quicken which may include maintaining vendors, customers, chart of accounts, products, services, and/or printing company reports. 2. Create vendors, customers, chart of accounts, products, and/or services using Quicken. 3. Produce company reports using Quicken. FA, SP, SU.

**COMP 1435. Financial Recordkeeping: Quickbooks. 1 Hour.**
For all students with an interest in keeping personal 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. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Locate commonly used operations within QuickBooks which may include maintaining vendors, customers, chart of accounts, products, services, and/or printing company reports. 2. Create vendors, customers, chart of accounts, products, and/or services using QuickBooks. 3. Produce company reports using QuickBooks. 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. 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. Operate a database system by creating and/or modifying tables, queries, forms and reports. 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. 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 a PowerPoint Presentation by adding and editing slides; inserting pictures, tables, and charts; and enhancing presentations with transitions and animations. FA, SP, SU.