

COMPUTER TECHNOLOGY
COURSE DESCRIPTIONS

COMPUTER COURSES

CI 101 MS Word 1 3 credits
This course uses MS Word to introduce students to basic word processing.

CI 103 MS Excel 1 3 credits
This course uses MS Excel to introduce students to basic spreadsheet functions.

CI 105 MS PowerPoint 1 3 credits
This course uses MS PowerPoint to introduce students to basic electronic presentations.

CI 107 MS Access 1 3 credits
This course uses MS Access to introduce students to basic database setup.

CI 109 MS Outlook 3 credits
This course uses MS Outlook to introduce students to the management of electronic communication.

CI 201 MS Word 2 3 credits
This course guides students in using word processing features to enhance and increase personal productivity.

CI 203 MS Excel 2 3 credits
This course guides students in using spreadsheet features to enhance and increase personal productivity, as well as using spreadsheet features to set up a simple database.

CI 205 MS PowerPoint 2 3 credits
This course guides students in using electronic presentation slide shows to enhance personal and business productivity.

CI 207 MS Access 2 3 credits
This course guides students in using advanced database features to enhance personal and business productivity.