

BUSINESS-NONCREDIT (BUSNC)

BUSNC-610 Microsoft Word-Advanced 0 Units

27 hours lecture; 27 hours total

A practical course that covers the advanced features of one or more word processing programs. Material will include enhancing and manipulating documents with special features, using borders and frames with pictures, tables, charts, outlines, graphic features, formatting, styles, and designing of various types of documents. Emphasis is on developing advanced word processing skills and techniques for the workplace.

Not transferable

BUSNC-615 Microsoft PowerPoint 0 Units

27 hours lecture; 27 hours total

A hands-on course designed to introduce the fundamentals of a current presentation software program. Emphasis is on developing presentation software skills for use in the workplace. Topics include: overview of commands in the slide development process, formatting, templates, printing of handouts, themes, transitions, and customization.

Not transferable

BUSNC-620 Introduction to Microsoft Excel for Business Professionals 0 Units

18 hours lecture; 18 hours total

Students will design and create profession, well-organized spreadsheets for the business and home environment using Microsoft Excel. This introductory class will focus on preparing and formatting spreadsheets, inserting formulas, moving data within and between workbooks, and creating charts.

Not transferable

BUSNC-625 Microsoft Outlook 0 Units

27 hours lecture; 27 hours total

This course covers the major components in Microsoft Outlook: E-mail, Calendar, People, and Tasks. The components will be explored in step-by-step tutorials.

Not transferable

BUSNC-630 Microsoft Publisher 0 Units

27 hours lab; 27 hours total

A hands-on course covering features of the desktop publishing capabilities of Microsoft Publisher. Students will learn to prepare attractive business and personal documents, promotional documents, Web pages, and presentations.

Not transferable