

COMPUTER (COMP)

COMP 100 36 Hours

Computers - Introduction

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes. (Apportionment)

COMP 105 36 Hours

Discover the Internet

A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent. (Apportionment)

COMP 119 24 Hours

Adobe Photoshop Elements

Advisory: Knowledge of Windows.

Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required. (Apportionment)

COMP 121 24 Hours

Digital Photo Albums for Beginners

Advisory: MS 104 Windows Operating Systems - Introduction and COMP 105 Discover the Internet.

Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required. (Apportionment)

COMP 350 36 Hours

Visual Basic for Applications (VBA) for Excel - Introduction

Advisory: MS 165 MS Excel - Power-User skills or Experience building Excel spreadsheet in response to data needs or externally delivered requirements.

Learn how to create and edit Visual Basic for Applications (VBA) code without using the macro recorder. Learn how to write VBA projects using subroutines and functions. Understand how to utilize VBA's methods and properties to perform Excel work in a fast and flexible manner. (Apportionment)

COMP 510 30 Hours

Computer Keyboarding, Mastery I

Prerequisite(s): The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Computer Keyboarding - Beginning with a pass grade.

The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. (Apportionment)

COMP 511 30 Hours

Computer Keyboarding Mastery II

Prerequisite(s): The student must have completed COMP 510 Computer Keyboarding - Mastery I with a pass grade.

The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). (Apportionment)

COMP 645 36 Hours

Integrated Computer Projects

Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations! Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent. (Apportionment)

COMP 650 36 Hours

Quickbooks Fundamentals for Financial Office Applications

Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. (Apportionment)

COMP 675 36 Hours

Digital Scrapbooking

Advisory: Knowledge of Windows and Photoshop or COMP 119 Adobe Photoshop Elements.

Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements. (Apportionment)

COMP 685 36 Hours

Computer Keyboarding, Beginning

Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. (Apportionment)

COMP 700 24 Hours

Adobe Photoshop Elements Tools for Intermediate Users

Advisory: Knowledge of Windows and COMP 119 Adobe Photoshop Elements.

For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters to give dimension, and automating pages using templates. (Apportionment)

COMP 705 24 Hours

Digital Photo Restoration and Portrait Makeovers

Advisory: COMP 119 Adobe Photoshop Elements and knowledge of Windows.

For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required. (Apportionment)

COMP 740 36 Hours

A+ Essentials

This course will prepare you for the CompTIA A+ Essentials certification exam (2006 Objectives). Students will obtain the skills and knowledge necessary to install, build, upgrade, repair, configure, troubleshoot, and perform preventative maintenance on personal computer hardware and operating systems. Textbook Required. (Fee-Based)

COMP 745	36 Hours	COMP 805	4 Hours
A+ Remote Support Technician (Practical Application)		What is GIS and How is it Used?	
Learn the skills necessary to work as a field service technician or support technician through hands-on activities. With a focus on A+ exam preparation, you will gain knowledge to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Troubleshooting and computer security also covered. Textbook Required. <i>(Fee-Based)</i>		This class provides an overview of Geographic Information Systems (GIS) and career opportunities with GIS. Topics include what GIS is, how it can be used, fundamental concepts of GIS, how and where GIS data is obtained, and how to create basic maps. Activities use ESRI ArcGIS 9.2 software. <i>(Fee-Based)</i>	
COMP 750	24 Hours	COMP 807	36 Hours
Network+ Certification		Geographic Information Systems (GIS) - Introduction	
This course will prepare you for the CompTIA Network+ Certification. This hands-on class covers describing the features and functions of networking components. It also includes managing, maintaining, troubleshooting, installing, operating, and configuring basic network infrastructure. Textbook Required. <i>(Fee-Based)</i>		This course will discuss Geographic Information Systems (GIS) and its applications to spatial data management. The course will cover how and where GIS data is obtained, using Global Positioning Systems (GPS), geocoding, map projection, georeferencing, and coordinate systems. Spatial analysis and hands-on projects will also be included. <i>(Fee-Based)</i>	
COMP 755	10 Hours	COMP 810	30 Hours
Blogging For Beginners		Computer Operating Systems, Introduction	
Learn to create your own blog. Topics include: name your blog, choose a blogging program, write creative posts, use tags, and add audience-building links to your text. Students will practice creating blogging and creating posts. <i>(Fee-Based)</i>		This course provides an introduction to computer operating systems such as Unix/Linux, DOS, and Microsoft Windows Operating Systems. Learn about system requirements, file systems management, protection and security, emerging technologies, and storage management through lectures and hands-on lab. <i>(Fee-Based)</i>	
COMP 760	4 Hours	COMP 812	30 Hours
Using Facebook & LinkedIn for Business		Microsoft Windows Client Administration	
Social networking applications such as Facebook and LinkedIn allow you to communicate and share information with your contacts through message walls, groups, and instant messages. This course teaches how to use social networking applications to communicate and share information. Learn how to give your business maximum exposure with networking applications. <i>(Fee-Based)</i>		This class covers installing, configuring, and administering Microsoft Windows client operating systems. Topics include using administrative tools to create user and group accounts and accessing shared resources on a network. Learn how to manage user profiles, how clients can join and operate within a domain network environment. <i>(Fee-Based)</i>	
COMP 765	4 Hours	COMP 814	20 Hours
Using Google Apps for Business		Microsoft Project Professional - Introduction	
Google apps such as Gmail, Google Docs, and Google Calendar are used by millions of users. Learn how to use these apps in your personal life and to save your company time and money. <i>(Fee-Based)</i>		This course is designed to teach you how to create, modify, update and implement project plans using Microsoft Project. You will learn the essentials for managing time, people, and budgets for projects large and small with Microsoft Project. <i>(Fee-Based)</i>	
COMP 770	4 Hours	COMP 815	30 Hours
How To Use Microsoft Office Live		Help Desk Support & Troubleshooting	
Microsoft Office Live is used for personal use and small business. Learn how to use Office Live to create a website, and store and share documents online. <i>(Fee-Based)</i>		This courses covers help desk support skills for the computer and information systems field. Topics include delivering effective technical support, common user problems, identifying the problem, help desk support tools, and resolving user problems. Students will be prepared to provide technical assistance to computer users. <i>(Fee-Based)</i>	
COMP 775	2 Hours		
Transitioning to Windows 7 for Beginners			
This course provides an overview of important new features in Windows 7 to help users work easily and efficiently with computers. Topics include the new features and tools to organize, find, protect, and share information. Hands-on lab instruction will be provided. <i>(Fee-Based)</i>			
COMP 780	10 Hours		
Windows 7 Beta for IT Professionals			
Advisory: Experience installing, configuring, and windows desktop operating systems.			
This course is designed for individuals with experience installing, configuring, and supporting Windows desktop operating systems. Students will be introduced to the new features in Windows 7 Beta. Topics include user productivity, security and control, PC management, and desktop optimization. Participants will receive hands-on lab instruction. <i>(Fee-Based)</i>			