COMPUTER SCIENCE (CSCE)

CSCE 1290 Digital Photo
0.5 credit hours

8.0 Classroom Hours = 8.0 Lecture Hours
This course will cover the most basic tools and techniques of editing digital pictures.

CSCE 1460 Computer Keyboarding
1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours
Instruction designed to teach microcomputer keyboarding using computer-assisted instruction. The contents cover the alphanumeric keyboard, the ten-key numeric keypad and selected microcomputer special functions keys. Not intended for business technology majors. Note: This course may not transfer toward degree and/or program requirements at a four-year college. Contact transfer college for information.

CSCE 1470 Input Keyboard Technology I
3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours
Introduction to touch keyboarding using the alphabetic and figure symbol keys on a standard computer keyboard. Students will prepare basic documents such as business letters, memos, tables, and basic reports formatting and be introduced to a popular word processing software application.

CSCE 1480 Input Keyboard Technology II
3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours
Reinforce keyboarding techniques and develop speed and accuracy skills needed for effective office employment. Instruction includes hands-on use of various input devices. Extensive preparation of business documents includes the following: business letters, mail merges, memos, tables, reports, forms, and other business-related documents. Prerequisite: Typing speed of 25-30 words per minute.

CSCE 1502 Beginning Computer I
0.5 credit hours

8.0 Classroom Hours = 8.0 Lecture Hours
This course is designed for individuals that have little or no computer experience. Topics include computer terminology, hardware components, software, and windows operating environment. Individuals will identify parts of the computer; use Windows operating environment to create individual folders and to move/copy files and to modify the desktop; and use a software application program to create, format, print, and save a variety of word processing documents.

CSCE 1504 Beginning Computer II
0.5 credit hours

8.0 Classroom Hours = 8.0 Lecture Hours
This course is designed to follow Beginning Computer I. Students should have a minimal experience working with computers or have taken Beginning Computer I. The class will take a brief look at Windows, Word, Excel and exploring the Internet.

CSCE 1562 QuickBooks
0.5 credit hours

8.0 Classroom Hours = 8.0 Lecture Hours
This course provides a hands-on introduction to the features of the QuickBooks. Students will practice using the basic features of the software.

CSCE 1563 QuickBooks
1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours
An introduction to the basic features of QuickBooks through hands-on practice. Students will enter and track various types of business information as well as explore how QuickBooks can save time and help organize business finances. Fee $5.

CSCE 1565 QuickBooks
2.0 credit hours

30.0 Classroom Hours = 30.0 Lecture Hours
This course provides an introduction to QuickBooks Pro. Topics include creating a chart of accounts, recording transactions with customers and vendors, recording payroll, using time tracking, estimates and progress billing, and preparing financial statements. Fee $5.

CSCE 1566 QuickBooks Desktop
3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours
This course provides an introduction to QuickBooks. Topics include creating a chart of accounts, working with customers and vendors, performing banking tasks, recording payroll, using time tracking and estimates, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

CSCE 1567 QuickBooks Online
3.0 credit hours

45.0 Classroom Hours = 45.0 Lecture Hours
This course provides an introduction to QuickBooks. Topics include creating a chart of accounts, working with customers and vendors, performing banking tasks, recording payroll, managing inventory, preparing financial statements, and other supporting reports. Cloud-based software will be used.

CSCE 1604 Microsoft Word
1.5 credit hours

23.0 Classroom Hours = 23.0 Lecture Hours
This is an introduction to basic features of the Microsoft Word software program. Focus will be given to utilizing graphics, templates, report styles, tables, columns, language references, merging and WordArt. This course is an elective for students in the Business Technology program who lack computer skills, for persons needing a computer elective in another program, or for personal use. Prerequisite: Basic computer knowledge or permission of instructor. Fee $5.

CSCE 1642 Excel Basic
0.5 credit hours

8.0 Classroom Hours = 8.0 Lecture Hours
This course will focus on excel basic functions and features. Students will learn to create, save, edit, and print worksheets. Topics include creating worksheets, moving and copying data, entering and editing formulas, formatting text and numbers, and printing worksheets.

CSCE 1643 Spreadsheets on Micro
1.0 credit hours

15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed as an introduction to spreadsheets. Students will learn to create, save, edit and print worksheets. Topics will include formulas and functions, formatting, charting, and grouping. Fee $5.

CSCE 1644 Microsoft Excel
1.5 credit hours
23.0 Classroom Hours = 23.0 Lecture Hours
This course is designed to provide the fundamental skills and concepts of using the Excel spreadsheet software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Fee $5.

CSCE 1645 Microsoft Excel for Windows
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture Hours
This course is designed to teach the student the basics of the Microsoft Excel program. In addition to creating, saving, revising, and printing documents, students will perform basic formatting and editing functions, work with formulas and functions, multiple worksheets, charts, database lists, and graphics. Students will learn to create folders and organize documents.

CSCE 1647 Microsoft Excel, Advanced
1.5 credit hours
23.0 Classroom Hours = 23.0 Lecture Hours
This course is designed to provide the advanced skills and concepts of using spreadsheet software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Prerequisite: CSCE 1644.

CSCE 1664 Microsoft Access
1.5 credit hours
23.0 Classroom Hours = 23.0 Lecture Hours
This course is designed to provide the fundamental skills and concepts of using the Access database software in a hands-on environment. Students will benefit from the step-by-step approach that is emphasized in the course. Fee $5.

CSCE 1711 Microsoft Office
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture Hours
Microsoft Office is a comprehensive survey of the four major applications in the Microsoft Office Suite: Word, Excel, Access, and PowerPoint.

CSCE 1752 MS Office PowerPoint
0.5 credit hours
8.0 Classroom Hours = 8.0 Lecture Hours
Fundamental skills to use presentation software.

CSCE 1754 Microsoft PowerPoint
1.5 credit hours
23.0 Classroom Hours = 23.0 Lecture Hours
An introduction to a complete presentation graphics program to produce professional-looking presentations. Students will become acquainted with the proper way to build a presentation through a series of projects. Fee $5.

CSCE 1900 MOS Cert MS Word
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Word exam. Upon completion of the course, the student will have covered objectives for the MOS Word exam. Partial preparation for MOS Certification.

CSCE 1910 MOS Cert MS Excel
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Excel exam. Upon completion of the course, the student will have covered objectives for the MOS Excel exam. Partial preparation for MOS Certification.

CSCE 1920 MOS Cert MS Access
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed to prepare the student for the entry-level MOS (Microsoft Office Specialist) Access exam. Upon completion of the course, the student will have covered objectives for the MOS Access exam. Partial preparation for MOS Certification.

CSCE 1930 MOS Certification: PowerPoin
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed to prepare the student for the MOS (Microsoft Office Specialist) PowerPoint exam. Upon completion of the course, the student will have covered objectives for the MOS PowerPoint Exam.

CSCE 2570 Desktop Publishing
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This course teaches desktop publishing techniques. Students will learn to efficiently use design software such as Adobe Photoshop and Adobe InDesign to create sophisticated, real-world projects. Emphasis will be given to planning, designing, and utilizing the software tools and techniques to develop camera-ready professional documents for today's workplace such as flyers, business cards, brochures, newsletters, and other advertising promotional materials. Fee $10.

CSCE 2670 Design Technologies
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
This is an advanced course using a variety of popular desktop publishing, multi-media, web and photo editing software packages. This course will provide an in-depth study of layout, design, photo imaging, animation, and hypermedia to create professional documents that will meet the challenging needs of businesses today. Focus will be given to integrating various software components to create dynamic prentation materials for the workplace and e-business environments. Prerequisite: CSCE 2570 Desktop Publishing. Fee$10.

CSCE 2990 Special Topics
3.0 credit hours
45.0 Classroom Hours = 45.0 Lecture Hours
Special topic course description upon request.