CSCE 1563 QuickBooks
1.0 credit hours
16.0 Classroom Hours = 16.0 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
32.0 Classroom Hours = 32.0 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 and estimates, managing inventory, preparing financial statements, and other supporting reports. Desktop software will be used.

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, managing inventory, preparing financial statements, and other supporting reports. Cloud-based software will be used.

CSCE 1567 QuickBooks Online
3.0 credit hours
46.0 Classroom Hours = 46.0 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 Intro to Microsoft Word
1.5 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed as an introduction to word processing on computers. Students will learn how to create, save, revise, and print documents. Topics will include formatting and enhancing documents, creating tables, and preparing mail merge documents. Fee $5.

CSCE 1603 Word Processing on Microcomputers
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course is designed as an introduction to word processing on computers. Students will learn how to create, save, revise, and print documents. Topics will include formatting and enhancing documents, creating tables, and preparing mail merge documents. 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
16.0 Classroom Hours = 16.0 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 MS Office Excel
1.5 credit hours
24.0 Classroom Hours = 24.0 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. Fee $5.

CSCE 1647 Advanced MS Office Excel
1.5 credit hours
23.0 Classroom Hours = 23.0 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. Fee $5.

CSCE 1648 MS Office Access
1.5 credit hours
24.0 Classroom Hours = 24.0 Lecture Hours
This course is designed to provide the fundamental 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. Fee $5.

CSCE 1662 Using Internet
0.5 credit hours
8.0 Classroom Hours = 8.0 Lecture Hours
This course provides an introduction to the use of the Internet. Topics include searching the world wide web, exploring search engines, and exchanging e-mail.

CSCE 1692 Web Page Design
1.0 credit hours
16.0 Classroom Hours = 16.0 Lecture Hours
This course covers the steps for writing HTML files, creating web pages, and uploading them to the Internet. Requires textbook and USB flash drive.

CSCE 1711 Microsoft Office
2.0 credit hours
32.0 Classroom Hours = 32.0 Lecture Hours
Microsoft Office is a comprehensive survey of the four major applications in the Microsoft Office Suite: Word, Excel, Access, and PowerPoint.

CSCE 1753 MS Office-PowerPoint
1.0 credit hours
15.0 Classroom Hours = 15.0 Lecture Hours
This course provides an overview of fundamental skills necessary to effectively use Microsoft PowerPoint. Microsoft PowerPoint is a presentation application from which not only overhead type slides can be developed but also computer driven presentations. Fee $5.

CSCE 1754 MS Office-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.

CSCE 2510 Desktop Pub /PhotoShop
2.0 credit hours
30.0 Classroom Hours = 30.0 Lecture Hours
Students will be introduced to PhotoShop software to learn how to produce high-quality digital images. A large number of editing tools and special effect capabilities will be used to manipulate scanned images, slides, and original artwork.

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 2570 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 presentation materials for the workplace and e-business environments. Prerequisite: CSCE 2570 Desktop Publishing.

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