
COURSES

PDF COMPUTER OFFICE TECHNOLOGY

COT204 Using Windows 3-9 Credits

Covers how the Windows Graphic User Interface is used, how to customize Windows and how to use the various accessories and parts of the Windows program.

COT262 Intermediate Spreadsheets Concepts 3 Credits

Prerequisites: IS101 or consent of instructor
Studies the concepts and capabilities of computer spreadsheet systems. Teaches command and macro generation. Students gain experience generating spreadsheet templates, graphs and macros as business problem-solving tools. When offered for variable credit, content will be divided as follows: A) Concepts and capabilities of the computer spreadsheet with spreadsheet generation; B) Experience with the user-level menu access of the software, including graphing; C) More advanced capabilities of database and macro generation.