

COMPUTER APPLICATIONS (COM)

COM 111: Fundamentals of Computing Technology (3 credits)

In this course, students will be provided a baseline of knowledge of the fundamentals of computers and digital literacies to ensure they will be able to understand a constantly changing technology oriented landscape. In this course, students will be exposed to the fundamentals of computing technology, including computer hardware and software concepts; the Windows operating system and commands; drives, folders, and files; Google's suite of applications; use of the Internet and growing connectivity with everyday devices; and digital literacy knowledge and skills. By mastering the fundamentals of computing technology and demonstrating digital literacy, students will have the skills needed to thrive in the 21st century workforce.

COM 112: Fundamentals of Spreadsheets (3 credits)

This course is aimed at beginning to intermediate computer users. It teaches a range of computer skills on the basics of using spreadsheets for various applications. Spreadsheet software remains one of the most ubiquitous pieces of software used in workplaces across the world. Learning to confidently operate this software means adding a highly valuable asset to your employability portfolio. Students will learn to navigate the user interface, perform basic calculations with formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs. Practical examples that demonstrate how useful spreadsheets are for presenting data, solving problems, and making business decisions will be highlighted.

COM 130: Computer Applications (3 credits)

This course provides the student with a hands-on exercise-oriented approach to learning. Understanding file management and functions of the operating system, developing a thorough knowledge of Excel, and acquiring database management skills will be covered. Students will be provided with practical examples that demonstrate the computer as a useful tool for presenting business data and solving problems. Topics will include creating professional-looking worksheets; using templates; building formulas and functions; creating and modifying charts, including pivot tables; working with Excel lists; managing multiple worksheets and workbooks; developing customized applications with macros and visual basic; utilizing financial functions, goal seeking, and what-if assumptions. Students will also design, create, and modify databases, run queries; and produce reports.