

COMPUTER SOFTWARE (103)

Information provided includes course descriptions by subject only. For complete 2018-2019 programs/academic plans, please refer to Academic Programs (<http://catalog.blackhawk.edu/academics>).

103-106 Introduction to Microsoft Office Suites

Credits: 3

This course will introduce students to the Microsoft Office Suite software and overview many of the core competencies of Word, Excel, PowerPoint, and Access. Students will use technology for both problem solving and decision making and will be expected to use the resources available to search for answers to problems. Knowledge of creating and saving a document to a specific drive, open and closing multiple applications, locating a website using the URL and sending or receiving an e-mail with an attachment plus touch keyboarding skills are expected. If you are not proficient in these skills then Keyboarding 106-140 and Intro to Computer Basics 103-127 are highly recommended pre/corequisites for this course. These recommended pre/corequisites may also be taken concurrently with the Introduction to Microsoft Suites course. This course is taught using MS Office 2013. All assignments and assessments must be submitted using MS Office 2013.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-107 Intermediate Excel

Credits: 2

This course introduces intermediate level features of Microsoft Excel that allows students to advance their skill set by learning to work with advanced formulas, lists, and illustrations and to use spreadsheets to compile, analyze and present data for problem solving and decision making within organizations.

Aid Code: 10 - Associate Degree.

Pre-requisites: (103-128 or 103-106)

Complete Course Listing

103-108 Introduction to Microsoft Outlook

Credits: 1

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-110 Introduction to Microsoft Windows

Credits: 1

In this course, the learner will become familiar with the basic features of the Microsoft Windows operating system. Competencies covered include: working with the Start button and taskbar, opening, closing, moving and resizing windows; and saving and managing files.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-112 Introduction to Microsoft Excel

Credits: 1

Using Microsoft Excel, students will learn the elements of a spreadsheet: worksheet capabilities (create, modify, enhance, save, print, and erase worksheets), and graphing capabilities (create graphs, bar charts, and pie charts).

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-114 Introduction to Internet Explorer

Credits: 1

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-116 Introduction to Microsoft Word

Credits: 1

Learn to use Microsoft Word as a word processor to create documents such as reports, letters and research papers. Students create, edit, format and print a variety of business and school documents and become proficient with editing tools such as spelling and grammar checkers, Thesaurus, and AutoCorrect. Successful completion of Introduction to Microsoft Office (103-106) will be accepted in lieu of this course.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-117 Introduction to Microsoft Access

Credits: 1

This course introduces you to Microsoft Access. Access is a collection of one or more tables that can share information. It will include database applications, managing, retrieving, sorting and analyzing information to generate reports. .

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-120 Introduction to Microsoft PowerPoint

Credits: 1

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-126 Introduction to QuickBooks

Credits: 1

This course is designed to provide the user with a basic level of proficiency in the popular Quickbooks software. Quickbooks is used to record business transactions and produce financial statements and various other reports for management. A working knowledge of Microsoft Windows and a basic knowledge of the accounting cycle are recommended.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-127 Introduction to Computer Basics

Credits: 1

This class is an introductory course for those with little or no computer skills or for those who want to brush up on general computer proficiency. You will become familiar with MS Windows operating system, file management, MS Outlook and Internet Explorer. This class is highly recommended prior to taking Intro to MS Office Suites (103-106) or any other computer software courses.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-128 Introduction to Microsoft Office Suites

Credits: 2

This course will introduce students to the Microsoft Office Suite software and overview many of the core competencies of Word, Excel, and PowerPoint. Students will use technology for both problem- solving and decision- making and will be expected to use the resources available to search for answers to problems. Knowledge of creating and saving a document to a specific drive, opening and closing multiple applications, locating a website using the URL and sending or receiving an e-mail with an attachment, plus touch keyboarding skills are expected. If you are not proficient in these skills then Keyboarding 106-140 and Intro to Computer Basics 103-127 are highly recommended pre/corequisites for this course. These recommended pre/corequisites may also be taken concurrently with the Introduction to Microsoft Suites course. This course is taught using MS Office 2016. All assignments and assessments must be submitted using MS Office 2016.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-178 Advanced Microsoft Excel

Credits: 2

This course covers advanced features of Microsoft Excel such as what if analysis, input tables, spreadsheet consolidation, data tables and queries, object linking and embedding, filters and pivot tables, macros, Visual Basic for Applications, and charting features.

Aid Code: 10 - Associate Degree.

Pre-requisites: (101-105 or 103-107)

Complete Course Listing

103-195

Credits: 1

The basics of the Blackboard Learning Management System are covered in this course. Topics include customizing both the student and instructor views, creating, loading and editing content, user management, assessment options, creating assessments, managing the online grade book, Using discussion boards, tracking student activities, archiving, copying, exporting and importing content and site management, design and security. The project is this course is to begin using some of the Blackboard features for one or more of your online or face-to-face courses.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-196

Credits: 1

This course focuses on advanced features of the Blackboard Learning Management System. Topics include using the assignment feature, creating and using test pools, creating an effective assessment, making changes in the online grade center, using the adaptive release feature to individualize the course for students, customizing a course through use of the course settings and images, creating and deploying a survey and finding sources of learning objects and other materials to enhance a Blackboard course. The course also covers basic use of the plagiarism prevention solution adopted by the college. The project is this course is to begin using some of the advanced Blackboard features for one or more online or face-to-face course.

Aid Code: 10 - Associate Degree.

Complete Course Listing

103-197

Credits: 1

This course prepares the learner to incorporate the use of the Blackboard Content Collection into their course materials in Blackboard. The final assessment will require the learner to modify one of their Blackboard shells to use the Content Collection for storage of files instead of storing them locally in that course.

Aid Code: 10 - Associate Degree.

Complete Course Listing