

COMPUTER SOFTWARE (103)

Information provided includes course descriptions by subject only.
For complete 2022-2023 programs/academic plans, please refer to
Academic Programs (<http://catalog.blackhawk.edu/academics/>).

103-106 Introduction to Microsoft Office Suites

Credits: 1-3

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 - undefined.

Complete Course Listing

103-106E Intro to MSOffice ChallExam

Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

103-107 Intermediate Excel

Credits: 1-2

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 - undefined.

Complete Course Listing

103-108 Introduction to Microsoft Outlook

Credits: 0.05-1

Aid Code: 10 - undefined.

Complete Course Listing

103-110 Introduction to Microsoft Windows

Credits: 0.5-1

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 - undefined.

Complete Course Listing

103-112 Introduction to Spreadsheets

Credits: 0.05-1

Using spreadsheets, students will utilize various elements contained in a spreadsheet worksheet. Students will use the basic worksheet functions and capabilities as well as engage in some basic sorting and graphing activities.

Aid Code: 10 - undefined.

Complete Course Listing

103-126 Introduction to QuickBooks

Credits: 0.5-1

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 - undefined.

Complete Course Listing

103-128 Introduction to Microsoft Office Suites

Credits: 1-2

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 are expected. This course is taught using MS Office 2016. All assignments and assessments must be submitted using MS Office 2016.

Aid Code: 10 - undefined.

Complete Course Listing

103-129 Intro to MS Publisher & Desktop Publishing

Credits: 0.05-1

Intro to MS Publisher & Desktop Publishing introduces the learner to a desktop publishing program that can be used to create a variety of workplace publications. Using Publisher, you can easily create business cards, greeting cards, calendars, newsletters and much, much more.

Aid Code: 10 - undefined.

Complete Course Listing

103-132 Intro to Adobe Illustrator

Credits: 0.05-1

Intro to Adobe Illustrator prepares the learner to use Adobe's Illustrator software to create digital art. The course will cover the basics of computer illustration and its use in print and web media. Learners will work with objects, the pen, brushes, text, color, special effects, symbols, and gradients as they create portfolio-quality art.

Aid Code: 10 - undefined.

Complete Course Listing

103-133 Intro to Photoshop - Designing and Editing

Credits: 0.05-1

Intro to Adobe Photoshop - Designing and Editing introduces the learner to using Adobe Photoshop to edit, enhance, and combine digital images which are prepared for print and web media. Topics will include photo correction, masks, channels, page backgrounds, brushes and optimizes images for web use.

Aid Code: 10 - undefined.

Complete Course Listing

103-134 Intro to InDesign & Layout

Credits: 0.05-1

Intro to InDesign & Layout prepares the learner to use a professional page layout program. Learners will develop brochures, mailers, business documents and newsletters by implementing text layout techniques, using multiple master pages, managing styles, using text adjustment tools, working with libraries, and managing long documents for print production.

Aid Code: 10 - undefined.

Complete Course Listing

103-138 Word Documents

Credits: 1-2

This course introduces the learner to the core competencies of MS Word and PowerPoint. Using Word, learn to enter, edit, and format text, save documents in various formats, move and copy data, create/ modify tables, insert and modify graphics, proof and print documents. Using PowerPoint, learn to create new presentation, format slides, use drawn objects, work with graphics, use tables and charts, modify presentation, work with the slide masters, and proof and deliver a presentation.

Aid Code: 10 - undefined.

Complete Course Listing

103-178 Advanced Microsoft Excel

Credits: 1-2

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 - undefined.

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

Complete Course Listing

103-411 Intro Adobe Photoshop

Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-412 Digital Photography-Photoshop

Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-413 Scanning- Adobe Photoshop

Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-418 Intro Adobe Indesign

Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-419 Intro Adobe Premiere

Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-420 Intro Adobe Illustrator

Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-421 Adobe Creative Suite-Overview

Credits: 0.05-2.4

This class is for those new to design software and desktop publishing. No matter what background or industry you are from - this class will give you the practical skills you need to jumpstart your talents as a designer using Photoshop, Acrobat, and InDesign applications.

Aid Code: 47 - undefined.

Complete Course Listing

103-422 Intermediate PowerPoint**Credits:** 0.05-2

This course is designed to improve participants' skills using Microsoft Office PowerPoint.

Aid Code: 47 - undefined.

Complete Course Listing

103-423 Advanced PowerPoint**Credits:** 0.05-2

This course is designed to build advanced Microsoft PowerPoint skills for participants.

Aid Code: 47 - undefined.

Complete Course Listing

103-440 Introduction-Windows**Credits:** 0.1-3**Aid Code:** 47 - undefined.

Complete Course Listing

103-444 Introduction-The Internet**Credits:** 0.05-3**Aid Code:** 47 - undefined.

Complete Course Listing

103-450 Microsoft Word-3**Credits:** 0.05-0.1

This 3-hour course explores some of the key features and customization options in Word. Learn how to customize Word with the quick access toolbar, ribbon, status bar and views. Find out how to select and edit text, format text and paragraphs with lists, borders, line spacing, and tabs. Learn how to format the page with headers and footers, columns, and page breaks.

Aid Code: 47 - undefined.

Complete Course Listing

103-451 Intermediate Word-3**Credits:** 0.05-0.1

Enhance the visual appeal and readability of your documents by utilizing tables and graphics. Organize your documents with tables using styles, borders, and shading, merging and splitting cells, and sorting and filtering. Improve your documents with pictures, screenshots, and text boxes. Explore long documents utilizing styles, the navigation pane, sections, page breaks, and a table of contents. Experiment with these features to find the combination that best suits your document's layout and content.

Aid Code: 47 - undefined.

Complete Course Listing

103-457 Introduction to Excel-3**Credits:** .3

This course will teach 3 hours of introductory excel features and functions.

Aid Code: 47 - undefined.

Complete Course Listing

103-458 Basic Excel - 3**Credits:** .3

This course will teach 3 hours of basic Excel spreadsheets, tables, and charts.

Aid Code: 47 - undefined.

Complete Course Listing

103-459 Intermediate excel - 3**Credits:** .3

This course will teach 3 hours of intermediate Excel working with multiple worksheets, VLookup function, and more.

Aid Code: 47 - undefined.

Complete Course Listing

103-460 Introduction-Microsoft Office**Credits:** 0.1-4**Aid Code:** 47 - undefined.

Complete Course Listing

103-461 Introduction to MS Office - 3**Credits:** .3

This course will teach 3 hours of introductory functions of Microsoft Office Suites.

Aid Code: 47 - undefined.

Complete Course Listing

103-462 Basic Excel - 4**Credits:** .2

This course will teach 4 hours of basic Excel editing workbooks, basic formulas, formatting, inserting and managing worksheets.

Aid Code: 47 - undefined.

Complete Course Listing

103-463 Intermediate Excel-4**Credits:** .4

This course will teach 4 hours of Intermediate Excel working with charts, intermediate formulas, tables, intermediate formatting, collaborating and more.

Aid Code: 47 - undefined.

Complete Course Listing

103-464 Introduction-Microsoft Word
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-465 Intermediate-Microsoft Word
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-466 Advanced Microsoft Word
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-467 Advanced Excel - 4
Credits: .2

This course will teach 4 hours of Advanced Excel working Pivot tables and charts, troubleshooting formulas, advanced formatting, data analysis and more.

Aid Code: 47 - undefined.

Complete Course Listing

103-468 Introduction-Microsoft Excel
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-469 Excel Intermediate
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-470 Advanced Excel
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-471 Advanced Excel-3
Credits: .3

This course will teach 3 hours of advanced excel functions.
Aid Code: 47 - undefined.

Complete Course Listing

103-472 Microsoft Word - 4
Credits: .4

This 4-hour course is designed to help users who are familiar with Word's basic features take their skills to the next level. This topics covered include using tools like styles, macros, templates , mail merge, and building blocks to automate tasks. Students will also learn how to create complex documents using tables, charts, and various types of illustrations.

Aid Code: 47 - undefined.

Complete Course Listing

103-473 Intermediate Microsoft Access
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-474 Advanced Microsoft Access
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-475 Introduction to Microsoft Outlook
Credits: 0.05-1.2

This course will introduce students to Microsoft Office Outlook software and overview many of the core components of Outlook.

Aid Code: 47 - undefined.

Complete Course Listing

103-476 Intro-Microsoft Powerpoint
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-477 Microsoft PowerPoint - 4
Credits: .4

This 4-hour course designed to teach intermediate and features of the interface; show users how to create and collaborate on a presentation; teach formatting; adding objects and multimedia to a presentation.

Aid Code: 47 - undefined.

Complete Course Listing

103-478 Quick Books Pro
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-479 Intro to Adobe Illustrator**Credits:** .4

This 4-year course designed to teach the users the basic functions, parts and features of computers; downloading/uploading, software, file extensions , internet connections , installing/removing software.

Aid Code: 47 - undefined.[Complete Course Listing](#)**103-481 Intro to Adobe Acrobat****Credits:** .05

This course will teach basic computer skills including basic functions, internet browsing, internet safety, and email management.

Aid Code: 47 - undefined.[Complete Course Listing](#)**103-482 Intro to QuickBooks Online-3****Credits:** .3

This course will teach the basics of QuickBooks Online, including functions that involve customers, vendors, employees, and others.

Aid Code: 47 - undefined.[Complete Course Listing](#)