
COURSES

BUSINESS TECHNOLOGY

CO120 Computer Graphics I**3.0 UNITS**

You will use Adobe Photoshop software to develop projects while learning how to properly use Photoshop's tools, such as retouching images, applying selective color, and color correcting images. By the end of the course, you will be able to create, edit, and manipulate professional images.

CO176 Int Comp Cncpts&Apps**3.0 UNITS**

Prior knowledge of keyboarding is essential. Minimum keyboarding: 25 wpm/5 errors/5 minutes is recommended. You will explain computing technology concepts and practice application software by completing projects using word processing, spreadsheets, presentations, database applications, and web browsers used in business and industry.

CO218 Advanced Word Processing**3.0 UNITS**

You will develop proficiency in Microsoft Word by building upon existing knowledge of Word to complete and solve business problems using complex Word techniques in merging, macros, graphics, and desktop publishing. Business-related projects utilizing critical thinking are included.

CO223 Advanced Electronic Spreadsheets**3.0 UNITS**

This course develops proficiency in Microsoft Excel. You will build on existing knowledge of Excel and will gain experience using analysis tools, analyzing data with pivot tables, exchanging data with other programs, and programming Excel macros using Visual Basic applications.

CO276 Webpage Design**3.0 UNITS**

You will use HTML programming language and WYSIWYG software to create basic websites that meet various business needs and will explore style sheets, database-driven sites, forms, tags, tables and frames, basic design principles, color and typography, scripting, hosting, and web mastering concepts.