

COMPUTER SOFTWARE (103)

103-401. Microsoft Intermediate Word. (0.45 Credits)

Build upon the basics learned in the Beginning Word course. Topics include templates, themes, styles, mail merge and collaboration. Participants should be computer literate, comfortable working in a Windows environment and have taken Beginning Word or have comparable Word experience. Text book and storage device (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=401>)

103-409E. Manage Workday with MS Outlook. (0.2 Credits)

During this informative hands-on session identify a personalized system to manage email, appointments, tasks, contacts, notes and documents using Microsoft Outlook.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=409E>)

103-412. Taste of Microsoft Office Tool. (2.1 Credits)

Discover commonly used features of various Microsoft Office software applications used in all organizations at every level. Tools covered include Outlook, OneNote and Skype for Business.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=412>)

103-442C. Introduction to Excel-4 hours. (0.4 Credits)

Learn the basic features of Microsoft Excel spreadsheet application software. Topics covered include: spreadsheet fundamentals, formulas and functions.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=442C>)

103-443C. Intermediate Excel. (0.4 Credits)

Build on the basics of MS Excel, with topics that include: macros, data tablets, importing data, and using Excel's solver for complex problems. Participants need to be computer literate, comfortable working in a Window environment, and have completed a beginning Excel course or have comparable Excel work experience.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=443C>)

103-443H. Microsoft Excel PivotTables. (0.4 Credits)

Do you need to draw useful conclusions from large amounts of data? Would you like your spreadsheets to tell you what you need to know, and show you what you can forecast? PivotTables might be your answer. This rich data analysis tool is a go-to feature for many intermediate and advanced users of Microsoft Excel 2007. Gain the ability to extract accurate values from your data and summarize large data sets with this workshop.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=443H>)

103-457. Transitioning to Windows 10. (0.9 Credits)

Discover new features in Windows 10 as you transition from Windows 7. Topics will include familiarizing to the new start menu; working with tiles; using the tablet mode; use of applications, apps and the app store; use of Cortana and multiple desktop mode; and navigating the internet and web using the Edge Browser. Textbook required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=457>)

103-459. Windows Beginner. (2.4 Credits)

Windows Beginner (103-459) is designed for the novice computer user that will provide an introductory look at Microsoft's Windows 10 desktop operating system. Students will learn how to navigate the Windows graphical interface and how to work with applications. In addition, students will explore the world of file and folder management using File Explorer and use the Settings options to customize Windows. Textbook and flash drive required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=459>)

103-461. Windows Intermediate. (2.4 Credits)

Windows Intermediate (103-461) is designed for those who have completed the Windows Beginner (103-459) course. Students will learn about more advanced features of Microsoft's latest Windows operating system, including Internet features, changing settings to make Windows easier or more effective, learning about computer security, advanced File Explorer methods and how to backup user files. Textbook and flash drive required.

Prerequisites: (103-459 with a minimum grade of S or 103-410 with a minimum grade of S)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=461>)

103-462. Microsoft Beg Word. (2.4 Credits)

This course is an introduction to Microsoft Word 2016. Learn how to enter and edit text, use writing tools, format and modify documents, create simple tables, conduct small mail merges, and work with basic columns and graphic features. Participants should be computer literate and comfortable working in a Windows environment. Textbook and storage devices (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=462>)

103-462B. Microsoft OneNote. (0.2 Credits)

Learn the basic steps to using OneNote, including creating a workbook in the cloud, adding sections and pages, taking notes, making quick notes, clipping from the Web, capturing images, creating links, and inserting tables.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=462B>)

103-464. Microsoft PowerPoint. (0.55 Credits)

Learn the basic features of Microsoft PowerPoint 2013. Topics include building slide presentations, including graphics and tables; changing background colors; editing slides; using transitions and including build effects. Participants should be computer literate and comfortable working in a Windows environment. Textbook and storage device (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=464>)

103-470. MS Beg Excel. (2.4 Credits)

Learn the basic features of Microsoft Excel 2016. Topics include creating worksheets, formulas and functions, and using formations to create professional worksheets and charts. Participants should be computer literate and comfortable working in a Windows environment. Textbook and storage devices (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=470>)

103-470A. Microsoft Excel Beginning. (0.8 Credits)

This workshop is for individuals new to Excel and covers introduction to worksheets, rearranging data, managing multiple worksheets, common formulas, cell references, and data visualization with charts and images. See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=470A>)

103-472. MS Intermediate Excel. (1.8 Credits)

Build upon the basics learned in the Beginning Excel 2016 course. Topics include managing workbook data, validation and worksheet protection, using and analyzing table data to manage information, automating worksheet task with macros, and enhancing charts. Participants should be computer literate, comfortable working in a Windows environment, and have taken Beginning Excel or have comparable Excel working experience. Text book and storage device (USB drive) required. See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472>)

103-472A. Microsoft Excel Intermediate. (0.8 Credits)

This workshop is for individuals already knowledgeable of Microsoft Excel and covers topics such as: advanced formatting, date and time functions, conditional formatting, advanced functions for text and analysis, IF criteria, troubleshooting formulas, Lookup function, and the outline features.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472A>)

103-472D. Microsoft Outlook Beginner. (0.2 Credits)

This workshop is for individuals new to Microsoft Outlook. It covers the essential uses, tools, and features of Microsoft Outlook.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472D>)

103-472E. Microsoft Word 2-hr. (0.2 Credits)

This workshop is for individuals new to Microsoft Word. It covers the essential uses, tools, and features of Microsoft Word.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=472E>)

103-473. MS Advanced Excel. (1.8 Credits)

Build upon the skills learned in the Intermediate Excel 2016 course. Topics include performing a what-if analysis, analyzing data with PivotTables, exchanging data with other programs, sharing excel files, customization and advanced worksheet management. Participants should be computer literate, comfortable working in a Windows environment, and have taken Intermediate Excel. Text book and storage device (USB drive) required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=473>)

103-473G. Advanced MS Excel. (0.8 Credits)

This workshop is for individuals looking to further their Excel proficiency around tables and pivot charts, financial functions, macros, and workbook protection.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=473G>)

103-494. QuickBooks Pro Level 1. (1.8 Credits)

Explore fundamentals of the QuickBooks software to manage your business finances. Learn how to setup a new company, work with lists, process invoices, manage bank accounts, enter and pay bills, process payments and track accounts receivable and accounts payable. Students should be computer literate and comfortable working in a Windows environment. Upon completion, it is recommended that students attend 103-495 QuickBooks Pro Level 2 to explore advanced topics such as managing payroll, estimates and time tracking, inventory functions, creating budgets and customizing reports. Text required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=494>)

103-495. QuickBooks Pro Level 2. (1.5 Credits)

Expand knowledge of the QuickBooks software by learning advanced features. Learn to setup and manage payroll, estimates and time tracking, inventory functions, creating budgets and customizing reports. Students should be computer literate, comfortable working in a Windows environment and have basic QuickBooks knowledge. It is recommended that students attend 103-494 QuickBooks Pro Level 1 prior to registering for this class. Text required.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=495>)

103-600. PC for the Petrified.

This twenty-one hour course is designed for the student who is new to computers and is hesitant to take a computer class. The emphasis of this class is for the student to gain some computer literacy, focusing on the Windows operating system.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=600>)

103-601. Social Media for the Beginner.

Learn about social media outlets, how to set up an individual page and how to manage information shared on sites. Some sites that may be explored include LinkedIn, Twitter, Facebook, Flickr, Snapfish, Live Essentials, Caring Bridge and Care Page. This course will provide the beginner with plenty of hands-on lab time to feel comfortable setting up an account, managing account information, and uploading pictures and information. Knowledge of basic file and folder management required. This course is intended to be hands-on with classroom instruction on setting up accounts. In order to set up a Facebook account, Facebook requires a cell phone that allows you to receive text messages to confirm your account. All other social media sites can confirm your account via email. It is recommended that you have a cell phone and the ability to remotely access your email accounts to confirm these accounts to gain the most from this course.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=601>)

103-801. Microsoft Excel 8Hr. (0.8 Credits)

Update your skills and abilities in Microsoft Excel.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=103&num=801>)