OFFICE SYSTEMS/ TECHNOLOGY (106)

Office Systems/Technology (106)

106-107. Advanced Excel. (3 Credits)
Enhance data analysis, reporting, and automation skills. Learn advanced Excel functions such as PivotTables, VLOOKUP, XLOOKUP, Power Query, creating macros, and analytics applications.
Prerequisites: (106-110 (may be taken concurrently) with a minimum grade of C or 106-163 (may be taken concurrently) with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=107)

106-110. Intro to Software Applications. (3 Credits)
Discover basic features of Microsoft Office software applications including Word, Excel, PowerPoint and Outlook. Learn to operate each application's functions and develop skills to use the software productively in a business and/or educational setting. Using a hands-on approach, explore essential computer concepts such as Windows operating system, file management and other current applications and tools as time permits.
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=110)

106-116. Admin Prof Capstone. (3 Credits)
This capstone course for the Administrative Professional associate degree will require the learner to apply the technology knowledge and skills acquired through the program to simulated office problems and situations and find solutions.
Prerequisites: (106-122 with a minimum grade of C and 106-132 with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=116)

106-117. Records and Information Mgmt. (3 Credits)
Explore fundamental principles and practices of effective records management for physical and electronic records systems. Study all phases of the record life cycle. Review retention schedules, transfer methods, selection of supplies and equipment, and security of information. Use database software for electronic records and information management. Emphasis is placed on the recordkeeping functions that are most applicable for the human resources assistant
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=117)

106-122. Intermediate Software Apps. (3 Credits)
Study the effective integration of Microsoft Office's five major applications: Word, Excel, Access, PowerPoint and Outlook. Learn and apply advanced features of these applications.
Prerequisites: (106-110 with a minimum grade of C or 106-111 with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=122)

106-124. Advanced Excel Google Suite. (3 Credits)
Work in a collaborative environment while learning various Google applications. Learn advanced functions in Microsoft Excel, including PivotTables, VLOOKUP, creating macros and analytics applications.
Prerequisites: (106-110 with a minimum grade of C or 106-163 (may be taken concurrently) with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=124)

106-132. Advanced Software Applications. (3 Credits)
Learn to use Adobe Acrobat to create pdf files. Create workflow charts and layouts using Visio. Work with more advanced features in business applications.
Prerequisites: (106-122 with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=132)

106-140. Desktop Publishing. (3 Credits)
Gain knowledge and learn to create professional newsletters, brochures, flyers, business cards and other business publications using the desktop publishing features of Microsoft Publisher. Learn how to incorporate and accent photos into business publications with color adjustments and picture corrections using photo editing features in Photoshop Elements. The principles of good design techniques will be emphasized to create eye-catching professional publications.
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=140)

106-154. Contemporary Software Apps. (3 Credits)
Explore the basics of webpage development using HTML, CSS, WordPress, and Adobe Dreamweaver. Research and analyze selected business technologies deemed necessary to the Administrative Professional program.
Prerequisites: (106-110 with a minimum grade of C or 106-111 with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=154)

106-162. Introduction to Microsoft Word. (1 Credit)
Gain fundamental skills to create, edit and format Microsoft Word documents for business settings. Learn how to incorporate graphic elements, apply styles, create and format tables, and use spelling and grammar check functions. Please note: This is a four-week course and requires access to a Windows PC or Apple computer (no iPads or tablets).
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=162)

106-163. Intro to Microsoft Excel. (1 Credit)
Explore the fundamental concepts of spreadsheets while becoming a proficient user of Microsoft Excel. Learn skills including table creation, formulas, functions, cell formatting and data manipulation. Please note: this is a four-week course and requires access to a Windows PC or Apple computer (no iPads or tablets).
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=163)

106-166. Business Presentation Software. (1 Credit)
Gain fundamental skills to create, edit and format business presentations using Microsoft PowerPoint and other presentation software applications. Learn how to use slide layouts, style, themes, animations and transitions while learning how to enhance presentations with videos, images and graphics. Please note: this is a four-week course and requires access to a Windows PC or Apple computer (no iPads or tablets).
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=166)

106-195. Emerging Technologies for Bus. (3 Credits)
Acquire knowledge about various emerging technologies and social networking through research, discussion and hands-on use. Various applications and software will be explored and used to reinforce the importance of digital dexterity in the professional workplace.
Prerequisites: (106-110 (may be taken concurrently) with a minimum grade of C)
See sections of this course (http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=106&num=195)