

# Computer Programs

## Basic Computer Skills

### Microsoft Word, Excel & Access



#### Basic & Intermediate Word 2010

**Basic** course includes working with text, proofreading tools, bulleted and numbered lists, Mail Merge, and more. **Intermediate** course includes tables, columns, WordArt, themes, styles, picture editing, footnotes and endnotes, templates, and more. **Advanced** course includes table of contents, indexes, headers and footers, Track Changes, macros and forms, digital signatures, and integration with other Office applications. (20 hrs/2.0 CEUs)

#### Basic & Intermediate Excel 2010

**Basic** course includes entering and editing entries, selecting cells and ranges, basic formulas, formatting worksheets, importing web data, and more. **Intermediate** course includes sorting worksheet rows, freezing headings, print options, copying and moving worksheets, formatting between worksheets, templates, locking/unlocking cells, and more. **Advanced** course includes PivotTables and PivotCharts, PMT and FV functions, grouping worksheets, trendlines, creating shared workbooks, and tracking changes. (20 hrs/2.0 CEUs)

#### Basic & Intermediate Access

**Basic** course includes building and maintaining databases, and more. **Intermediate** course includes designing databases, querying databases, customizing input forms, and more. **Advanced** course includes complex forms and reports, customizing the database interface, security options, and integration with other Office applications. (20 hrs/2.0 CEUs)

#### Basic Computer Skills

Introduction to computer systems and their uses in today's business communities. (20 hrs/2.0 CEUs)

#### Supplies

- Textbook
- Jump Drive

#### Course Dates and Times

##### Basic & Intermediate Word 2010 - POF1024

February 8 - March 8, 2014

Saturday

8:00am - 12:00pm

20 hrs/2.0 CEU's

##### Basic & Intermediate Excel 2010 - ITSW1022

April 19 - May 17, 2014

Saturday

8:00am - 12:00pm

20 hrs/2.0 CEU's

##### Basic & Intermediate Access - ITSW1053

March 20 - April 22, 2014

Tuesday & Thursday

6:00pm - 8:00pm

20 hrs/2.0 CEU's

##### Basic Computer Skills - ITSC1012

January 28 - February 27, 2014

Tuesday & Thursday

6:00 - 8:00pm

20 hrs/2.0 CEU's

#### Instructor

Charles Williams

#### Location

West Texas Training Center - B105

#### Tuition/Fees

- \$153.00 each course
- Student is responsible for purchase of supplies

#### Registration

You may register in person by coming to the West Texas Training Center, Room 101, or by phone calling 325-481-8322. NOTE: If a course requires pre-requisites, registration can only be done in person.

**Refund Policy** - Prior to the first scheduled class meeting - 100%. If class is canceled by the college - 100%. For a course meeting fewer than three times no refunds except prior to first scheduled class meeting. For a course meeting three or more times, after the first class meeting and prior to the second - 70%. None thereafter. **Class Cancellation** - The Continuing Education/Workforce Training Department reserves the right to cancel any course in which there is not sufficient enrollment. **Certificate of Completion** - Upon completion of approved courses, a Certificate of Completion with the Continuing Education Unit (CEU) total will be given to students who successfully complete a course. A CEU is equal to ten hours of classroom attendance. Satisfactory completion will be determined by attendance and performance as assessed by the instructor. Certificates of Completion will be awarded to students who successfully complete any workforce training-community education course. **Transcripts** - Transcripts serve as official validation of successful completion of WT/CE courses. Requests for an official CEU transcript can be made in person at the Admissions Office during regular business hours, by email registrar@howardcollege.edu, or by calling 325-481-8300 ext 3327. **Summer Office Hours** - 7:00am-5:00pm Monday-Thursday - closed Friday.



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