

BEGINNING COMPUTERS	
Computer Basics *	CTC 132 – Intro to MS Office (requires a Cirrus code)
Beginning Computers	CTC 110 – 3 credit hours - Beginning college level computer skills: formatting papers, creating charts, and PowerPoint presentations. Online and Hybrid class. Additional work to be completed in X231.
CAREER OVERVIEW	
CAREER OVERVIEW	CTC 291 (OFFERED IN SPRING)
COMPUTER KEYBOARDING	
Basic Keyboarding Keyboarding Skill Building	CTC 130 – Purchased code required. CTC 135 – 2 credit hours - Must be able to type 25 wpm w/ 3 or fewer errors.
DATABASE *	
	CTC 177, CTC 178, and CTC 179 sequence same as CIS 138
Microsoft Access I Microsoft Access II Microsoft Access III	CTC 177 CTC 178 CTC 179 - Includes Microsoft Office Specialist (MOS) industry certification exam.
GOOGLE APPLICATIONS	
Google	CTC 157 – Gmail, GoogleDocs, Blogger, Chrome, Google Maps & more
INTEGRATED SOFTWARE	
INTEGRATED SOFTWARE	CTC 290
OPERATING SYSTEM	
Windows	CTC 193 – Windows 10 (requires a PC)
PERSONAL INFORMATION MANAGER	
Outlook	CTC 119 - Includes Microsoft Office Specialist (MOS) industry certification exam. Requires a PC.
PRESENTATION *	
	CTC 197 and CTC 198 sequence same as CIS 131
Microsoft PowerPoint I Microsoft PowerPoint II	CTC 197 CTC 198 - Includes Microsoft Office Specialist (MOS) industry certification exam.
SPREADSHEETS *	
	CTC 174, CTC 175, and CTC 176 sequence same as CIS 134
Microsoft Excel I Microsoft Excel II Microsoft Excel III	CTC 174 CTC 175 CTC 176- Includes Microsoft Office Specialist (MOS) industry certification exam.
WORD PROCESSING *	
	CTC 171, CTC 172 and CTC 173 sequence same as CIS 135
Microsoft Word I Microsoft Word II Microsoft Word III	CTC 171 CTC 172 CTC 173 - Includes Microsoft Office Specialist (MOS) industry certification exam.