Crowder College Business Computer Classes
Where to Begin?

Computer experience, but no keyboarding experience

Intro to Keyboarding (OA 105)
Students gain basic experience on computers while developing the touch system involved in using the alphanumeric keyboard and 10-key pad. Basic word processing functions, letter and manuscript formats are addressed.

College Keyboarding (OA 107)
Students continue to develop decision-making and production skills through preparation of documents representative of various businesses. Students will use Microsoft Word 2010.

Intro to Computers (BSAD 104)
This class familiarizes students with the basic techniques involved in the operation of a computer. Students will learn basic management functions. Installing, downloading, and updating software, and utilizing the internet and email will also be covered. Students will be introduced to Microsoft Word, Excel, and PowerPoint 2010.

Computer Applications (BSAD 125)
Students are introduced to word processing, database and spreadsheet and presentation applications. Learning is enhanced through the use of current business software and hands-on experience with PC-compatible computers. Students will use Microsoft Office 2010.

Spreadsheets (BSAD 215)
This course allows students to refine their skills in spreadsheet applications. Microsoft Excel 2010 will be used to teach advanced concepts in this software package. The course will include applying concepts of developing a workbook with advanced functions formatting techniques such as VLOOKUPS, Pivot Tables and advanced charts and graphs.

Database Management (BSAD 216)
This course allows students to refine their skills in database applications. Microsoft Access 2010 will be used to teach advanced concepts in this software package. The course will include all concepts of using and creating database tables, reports, forms and queries.

Word Processing (OA 200)
Students are introduced to word processing concepts, applications and skills. Speed and accuracy are improved through the production of business documents using IBM compatible computers and Microsoft Word 2010.

Desktop Publishing (OA 113)
Students will use Microsoft Publisher 2010 to produce high-impact, attention-getting documents such as letterheads, newsletters, and flyers. Graphic features and text features will be incorporated in various assignments.