

# COMPUTER & HIGH TECHNOLOGY (CHT)

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**CHT A001N** 27 Hours (27 lecture hours)

**Computer Basics - An Introduction**

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course introduces basic computer fundamentals, keyboarding and basic Microsoft Word features in a Windows environment. Topics include: basic Windows features, taskbar settings, computer operations, terminology, keyboarding and mouse features. Create and format a business letter, and save files in folders and in multiple locations. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

**CHT A002N** 27 Hours (27 lecture hours)

**Computer Basics - Navigating the Internet**

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course is an introduction to navigating the Internet. Topics include terminology, how to access the Internet using different browsers, apply settings, conduct a search using various search engines, using multiple tabs, and bookmarks. Identify Internet security dangers and precautions as well as social media and online communication platforms. Basic introduction of cloud computing and email etiquette. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

**CHT A015N** 36 Hours (9 lecture hours; 27 lab hours)

**Microsoft Word and PowerPoint Basics**

**Advisory:** CHT A001N.

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course will prepare students how to create business documents and multimedia presentations using Microsoft Word and Microsoft PowerPoint. Topics include editing, formatting, alignments, font size, color and photos and other features. In PowerPoint, slide layouts and design options are explored and how to deliver a presentation. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

**CHT A020N** 36 Hours (9 lecture hours; 27 lab hours)

**Microsoft Excel Basics**

**Advisory:** CHT A001N.

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course will prepare students how to create basic spreadsheets using Microsoft Excel. Topics include terminology, entering and editing data, creating formulas, functions and simple charts, applying formatting and alignments, inserting cells, rows, and columns, page and print layouts and managing worksheets. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

**CHT A030N** 36 Hours (9 lecture hours; 27 lab hours)

**Computer Skills for the 21st Century**

**Advisory:** CHT A001N.

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course will prepare students to function in today's digital era. Online tools have become an integral part of our personal and professional lives. This course will provide students with an in-depth understanding of various online tools and their applications in different fields. The course will cover a range of topics including computer hardware and software, operating systems, internet and email, and cloud computing. Through hands-on learning activities, students will develop the skills necessary to navigate and effectively use these tools. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

**CHT A040N** 36 Hours (9 lecture hours; 27 lab hours)

**Google Applications**

**Advisory:** CHT A001N.

**Grading Mode:** P/NP/SP Noncredit

Not Transferable.

This noncredit course will prepare students how to use Google Applications, a collection of cloud computing, productivity and collaboration tools, to communicate and collaborate effectively in the workplace. Topics include Gmail, Google Drive, Docs, Sheets, Slides and other applications. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.