

DATA PROCESSING (DATA)

DATA 225 Word Processing Techniques 3 Credit Hours (3,0)

Students will cover basics of word processing including document creating, saving, printing, and some advanced features such as table, merge, graphics and report formatting. Hands-on experience is scheduled in labs outside of classroom hours.

DATA 231 Database 3 Credit Hours (3,0)

In this course, students will cover advanced database applications in business including creating database tables, forms, reports, mailing labels and charts; creating relationships between database tables; using database wizards; and performing queries and filtering records. A student may repeat this course covering a different database management system for a maximum of six credit hours.

DATA 235 Spreadsheets 3 Credit Hours (3,0)

In this course, students will cover advanced spreadsheet applications in business including writing and working with formulas; creating templates; finding and organizing information by filtering, sorting and subtotaling; working with multiple spreadsheets; creating charts; working with data tables and scenario management; and importing data into spreadsheet software. A student may repeat this course covering a different spreadsheet software program for a maximum of six credit hours.

DATA 250 Desktop Publish Present Design 3 Credit Hours (3,0)

Introduction to document design and layout, use of font, color and graphics to produce newsletters, brochures and presentations. Concepts included are presentation preparation and delivery. Graphics software will be used.

Prerequisite(s): ENGL111 and a working knowledge of word processing

DATA 261 Multimedia Applications 3 Credit Hours (3,0)

In this course students will be introduced to the design and production of Websites. Graphics, animation, and sound will be incorporated in the creation of interactive Web pages. Macromedia Studio, which includes Dreamweaver and Flash, will be used.