COMPUTER APPLICATIONS

BUSU 0086 Certificate in Computer Skills for the Office
Bring your Office skills to a whole new level by diving into a suite set of powerful instructional courses. Excel with Excel, and move from the basics to an advanced level. Employ all of your newly-learned tips and tricks to unlock new dimensions from your data. Plus, expand your presentation prowess, with courses that deliver on the functional basics of the PowerPoint application while boosting your visual design skillset. Watch well-crafted video tutorials while reinforcing your learning with built-in knowledge checks, interactive exercises, and interactive games. Upon successful completion of all courses in this certificate program, you can download and print a Certificate of Completion And with this special pricing, you'll get the Excel Basics course free and a cumulative discount of 38%, versus buying each course separately. 1.8 credits.

- 18 clock hours/1.8 CEUs
- 6 PDUs*
- 18 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

** Approved for Professional Development Credits towards SHRM-CP and SHRM-SCP recertification through SHRM.

BUSU 0058 Excel Advanced Skills
This course is designed for the learner who already has a solid understanding of Excel's basic tools and functions. The course teaches learners some of the more advanced skills and features available in Excel, which may be useful in data analysis. These skills include style templates, conditional formatting, data validation, data manipulation, and pivot tables. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 SHRM PDCs*

* Approved for Professional Development Credits towards SHRM-CP and SHRM-SCP recertification through SHRM.

BUSU 0059 Excel Basics
As big data continues to change the way businesses operate and drive strategy, the ability to efficiently and effectively organize and analyze data is crucial. Managers need to be able to utilize tools to identify trends and help make better business decisions. Microsoft's Excel is a powerful spreadsheet software to organize and manage data related to business operations. This course focuses on mastering the fundamental tasks performed in Excel, including data entry, basic formula calculations, and formatting and style operations. During the course, you will learn how to build a spreadsheet from scratch and gain a greater understanding of the most popular Excel commands and functions. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 PDUs*
- 3 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

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BUSU 0060 Excel Tips & Tricks
This course features 25 of the most popular Excel tip and tricks for both novice and advanced Excel users. In this course, you will learn time-saving techniques to boost efficiency, increase productivity and workflow, and improve and advance your skills. Topics include data entry, data organization, data cleaning, elements of style, data sorting, data filtering, and spreadsheet display tips. This course also covers three of the most popular lookup and reference functions: VLOOKUP, HLOOKUP, and Find + Replace. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 SHRM PDCs*

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BUSU 0062 Microsoft Project Basics
This course introduces learners to Microsoft's project management software, MS Project. Learners, particularly aspiring project managers, are provided a step-by-step tutorial on mastering basic functions that are essential for any project. MS Project is a popular tool for project managers that allows them to develop schedules, allocate resources and duties to specific tasks, and track a project's progression. It also allows managers to oversee the budget and analyze workloads. This introductory course will focus on the Microsoft Office 2019 version of MS Project. Learners are required to have access to MS Project 2019 in order to complete this course. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 PDUs*
- 3 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

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BUSU 0063 Microsoft Project Intermediate
This intermediate-level course provides learners with essential skills for mastering Microsoft's project management software, MS Project. Aspiring project managers are provided a step-by-step tutorial on various functions that are required for every type of project. This course assumes that learners also have a basic familiarity with MS Project. MS Project is a popular tool that allows project managers to develop schedules, allocate resources, and track progress. It also allows managers to perform variance analysis and combine multiple projects. This intermediate course will focus on the Microsoft Office 2019 version of MS Project. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 PDUs*
- 3 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

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BUSU 0064 Microsoft Word Basics

This is an introductory-level course designed to both build a foundation of essential skills in Microsoft Word and to gain a greater understanding of its interface and design elements. The course focuses on mastering the fundamental tasks performed in Word, including writing, proofing, finalizing, and printing a document. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 SHRM PDCs*

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BUSU 0065 PowerPoint Basics

Learn how to create presentation slides that complement your message and engage your audience. This introductory-level course covers the basic tools and functions required to craft custom slides using Microsoft's PowerPoint. Functions covered in the course include inserting text boxes and images, presenting information with tables, charts, and SmartArt, incorporating transitions and animation, and formatting slide layouts. During the course, you will learn how to build a presentation from start to finish and will gain a greater understanding of the most popular PowerPoint tools. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 PDUs*
- 3 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

** Approved for Professional Development Credits towards SHRM-CP and SHRM-SCP recertification through SHRM.

BUSU 0066 PowerPoint for Business

As technology continues to change the way that we engage in business communications, the art of presenting has also undergone a shift. No longer can presenters rely solely on their spoken words to deliver their messages. Now, audiences expect to see multimedia slideshows that both inform and entertain. This course will consider how to plan and design effective slideshow presentations using Microsoft's PowerPoint software. It includes practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements, and delivering the presentation. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 PDUs*
- 3 SHRM PDCs**

* PDUs/ contact hours recognized by the Project Management Institute.

** Approved for Professional Development Credits towards SHRM-CP and SHRM-SCP recertification through SHRM.

BUSU 0068 Visual PowerPoint

In today's professional landscape, PowerPoint presentations can be effective platforms for sharing information and garnering audience interest and support. At the same time, a poorly designed PowerPoint slideshow can quickly turn an audience away. By focusing on how to apply basic design principles to slideshow creation, this course will help learners use Microsoft's PowerPoint 365 software to build visually engaging slideshow presentations. Learners will consider how to select images and photographs for use in slides, the importance of arrangement and placement of images, the use of tools like Shapes and SmartArt, methods for presenting data, and the selection of colors and fonts that increase the readability of content. 0.3 credits.

- 3 clock hours/.3 CEUs
- 3 SHRM PDCs*

* Approved for Professional Development Credits towards SHRM-CP and SHRM-SCP recertification through SHRM.