COMPUTERS - CONTINUING STUDIES (CMPT)

CMPT 1129 Credits: 0
Excel Level 1 Total Hours: 7
Learn to work with spreadsheets and workbooks to analyze data using a variety of Microsoft Excel features. Create, modify, and format common office and personal documents such as budgets, planners, reports, and invoices. This course will introduce you to Excel and teach you how to create and edit basic formulas and functions, apply cell formatting and styles, use conditional formatting, apply themes and page layout, and work with printing options. You will learn through live demonstrations while interacting with a subject matter expert.
Pre-requisite(s): Familiarity with Windows, or CMPT 1302 (Introduction to Computers and File Management) course

CMPT 1131 Credits: 0
Excel Level 2 Total Hours: 7
Learn how to enhance worksheets with charts for visual appeal. In this course, you will create and explore charts, shapes, and sparklines. You will also learn to analyze and organize data, create and modify tables, and manage data-sets using built-in table functions. You will learn through live demonstrations while interacting with a subject matter expert.
Pre-requisite(s): Excel Level 1 (CMPT 1129), or equivalent knowledge/experience in using Excel

CMPT 1132 Credits: 0
Excel Level 3 Total Hours: 7
Learn to use advanced features of Excel when working with different types of reports and data. You will explore increasing data entry efficiency with productivity tools, collaborating with others, using what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, creating PivotTables, PivotCharts, and basic macros. You will learn through live demonstrations while interacting with a subject matter expert.
Pre-requisite(s): Excel Level 2 (CMPT 1131), or equivalent knowledge/experience in using Excel

CMPT 1255 Credits: 0
Revit Level 1 Total Hours: 18
Revit software is a powerful design and documentation platform with applications in Building Information Modeling (BIM) systems, which includes architecture, construction, and structural engineering. In this instructor-led training, you will be introduced to the basics of Autodesk Revit, and the process of creating architectural plans. You will produce a set of drawings for a small commercial or residential project. Prior drafting and computer-aided design (CAD) knowledge will help you gain the most from this course. For online learning, having a second monitor is very useful but not essential. You will learn through hands-on demonstrations while interacting with a subject matter expert.

CMPT 1256 Credits: 0
Revit Level 2 Total Hours: 18
In this instructor-led training, you will learn about advanced tools and techniques in Revit Architecture. Revit is a popular BIM (Building Information Modeling) application in the architectural industry. You will gain an understanding on topics, such as customizing stairs and railings, creating walls based on 3D forms (mass), creating parametric family types, modeling sites, and rendering techniques. You will also be able to apply the acquired skills to complete a small commercial project. For online learning, having a second monitor is very useful but not essential. You will learn through hands-on demonstrations while interacting with a subject matter expert.
Pre-requisite(s): Either Revit Level 1 (CMPT 1255), or equivalent knowledge/experience

CMPT 1257 Credits: 0
Revit Level 3 Total Hours: 18
In this advanced course, you will create complete architectural plans of a building. You will work in groups and learn to collaborate and link project files. You will also develop custom families as needed for your project. For online learning, having a second monitor is very useful but not essential. You will learn through hands-on demonstrations while interacting with a subject matter expert.
Pre-requisite(s): Either Revit Level 2 (CMPT 1256), or equivalent knowledge/experience

CMPT 1301 Credits: 2.5
Word Excel PowerPoint Total Hours: 30
Comprehensive skills training in the most common business applications of MS Office for those working in an office environment. Learn to perform functions common to key Microsoft applications and examine communication between programs. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. (30 hours)
Pre-requisite(s): Introduction to Computers and File Management (CMPT 1302) or basic knowledge of Windows (recommended)

CMPT 1302 Credits: 1
Intro to Computers & File Mgt Total Hours: 15
For students with little to no background in computers. Building a foundation of basic computer skills, this module demonstrates how to identify different types of computers, the components of a personal computer (including internal components such as microprocessors), and how these components work together. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers. Learn how to maintain PCs and perform basic troubleshooting.

CMPT 1303 Credits: 1
Internet Applications Total Hours: 15
Develop the knowledge and skills needed to understand a variety of Internet security and safety issues. Discusses common Internet features such as cloud security, searching strategies, ecommerce models, fraud detection, virus avoidance, email systems, social media, and collaboration systems. Students apply their knowledge to access advanced Internet functionality and identify common terminology associated with computer networks and local Intranets. Required supplies: Please purchase textbook from downtown bookstore prior to course start date.
Pre-requisite(s): Introduction to Computers and File Management (CMPT 1302) or basic knowledge of Windows recommended

CMPT 1362 Credits: 0
Quickbooks Level 1 Total Hours: 18
Learn how to perform daily accounting tasks including: working with Customers Centre, Employee Centre, and Vendor Centre; writing cheques, transferring money between accounts, and reconciling accounts; working with asset, liability, and equity accounts; processing sales orders and recording customer payments, accounts payable and accounts receivable; entering and paying bills; and basic payroll functions. Students should be able to use computers comfortably and be familiar with basic bookkeeping knowledge, including the following accounting terms: asset, liability, equity, balance sheet, trial balance, income statement, debit & credit, ledger & journal, accounts payable & accounts receivable, and federal government remittance process for GST/HST. Please bring a USB flash drive to class.

CMPT 1437 Credits: 0
Social Media Total Hours: 6
Using social media effectively means reaching new audiences and growing your business. However with the amount of information being created every minute, it is important to use social media effectively. Each business has a unique brand that speaks to an unique group of people. This course will show you how to use social media effectively to better communicate your brand, and create consistent messaging to engage your audience. By looking at current trends, this course will also help you look for new ways to navigate an ever changing marketing tool. Basic computer skills recommended.

CMPT 1703 Credits: 0
SketchUp Level 1 Total Hours: 6
This introduction to SketchUp Make teaches students to integrate 2D and 3D design and explores draw and modify tools and functions, add textures and materials, components, and the 3D warehouse.

CMPT 1704 Credits: 0
SketchUp Level 2 Total Hours: 6
In this course, students will build their skills learned in SketchUp Level 1 by creating layers, scenes, shadows, enhance models by applying styles, create section cuts with elevations and plan views, manipulate textures and model from a photograph. Textbook (optional) is available at the Downtown Campus Bookstore.
Pre-requisite(s): SketchUp Level 1 (CMPT 1703), or equivalent knowledge/experience

CMPT 1707 Credits: 0
Sketchup Advanced Total Hours: 12
In this course, you will explore tools and techniques for SketchUp Pro, such as dynamic components, dimensional and construction drawings, and presentation tools using Layout. You will also learn about the process to import and export models. This course is well suited for those in architecture, construction, engineering, commercial interiors, light construction, landscape architecture, kitchen & bath design, urban planning, game design, film & stage, woodworking, and similar fields.
Pre-requisite(s): Recommended: SketchUp Level 2 (CMPT 1704), or equivalent knowledge/experience

CMPT 1951 Credits: 0
AutoCad Level 1 Total Hours: 18
Designed for those pursuing careers in design-related disciplines, such as interior design, real estate, architecture, and artistry, this course teaches new users how to create professional 2D drawings using Autodesk AutoCAD. Starting with a thorough overview of AutoCAD's basic commands and features, this Level 1 hands-on training covers drawing basic objects, such as lines, circles, arcs, polygons, modifying and changing properties of objects, working with layers, hatching, text, proper scaling and creating blocks.
Pre-requisite(s): Knowledge of drafting fundamentals and geometry is recommended

CMPT 1952 Credits: 0
AutoCad Level 2 Total Hours: 15
This course provides, to intermediate users of AutoCAD, advanced skills needed to create professional drawings in 2D and 3D. You will learn about working with splines and curved polylines; blocks, attributes, and external referenced drawing files; text styles, dimension styles and multileader styles; storing, presenting, creating annotative objects and attributed blocks; tables; setting up paperspace and viewports for printing, creating a custom template and plot style table, navigating and modeling in 3D; and presentation (rendering) and documentation of 3D designs. Students will engage in learning through industry-relevant hands-on exercises and assignments.
Pre-requisite(s): AutoCAD Level 1 (CMPT 1951), or equivalent knowledge/experience in using AutoCAD