Computer Skills Training Courses

Students that are successful in completing online classes will have basic computer skills. In addition to reviewing self-paced tutorials, we recommend taking computer training courses to build or enhance your skills.

RECOMMENDED COURSES

- COMPSW-101 Computer Essentials
- COMPSW-115 MS Windows
- OFTECH-128 MS Word Part 1
- OFTECH-129 MS Word Part 2
- COMPSW-137 MS Excel Part 1
- COMPSW-138 MS Excel Part 2
- COMPSW-150 MS Access Part 1
- COMPSW-151 MS Access Part 2

WHERE CAN I VIEW THE CURRENT COURSE CATALOG?

Go to http://infoline.matc.edu/live-infoline/html/subject.html and search for available classes by subject. Click the COMPSW or OFTECH subject links on the catalog’s main page to view all course offerings.

HOW DO I REGISTER FOR CLASSES?

Registration is completed online by logging into INFOnline. For more information about this process, please go to http://ecampus.matc.edu/student_support/using_InfOnline.php.