

# Computer Skills Training Courses



## Online Learning Readiness

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://infonline.matc.edu/live-infonline/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](http://ecampus.matc.edu/student_support/using_InfOnline.php).