1. Windows Explorer
	1. File Management
	2. Examples:
		1. System of Folders
		2. Copy, Paste, Move, Delete, Backup Files
2. Word
3. PowerPoint
4. Excel
	1. Excel helps us with two main tasks:
		1. Calculations (like Payroll)
		2. Data Analysis (Reporting)
5. Access
6. Basic Accounting
	1. Acc 121
7. Transfer Level Accounting
	1. Accgt 201
	2. Accgt 202
	3. Accgt 203