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