

# Computer Applications

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## CA 100

### Introduction to Microcomputers • 4.0 Credits

Introduces hardware and software concepts, operating systems and/or interface systems, Internet access, basic word processing, and spreadsheet software through hands-on experience. **Recommended prerequisite: keyboarding experience.**

## CA 101

### Keyboarding I • 2.0 Credits

Introduces the fundamentals of touch typing of letters, numbers, symbols, and operational keys using a computer.

## CA 102

### Keyboarding II • 2.0 Credits

Reinforces keyboarding skills. Introduces appropriate formatting of business letters, personal letters, memos, reports, and tables using word processing software. **Prerequisite: CA 101 (formerly AOT 101) with a 2.0 or better or instructor permission.**

## CA 103

### Presentations Graphics Applications • 2.0 Credits

Introduces the fundamentals of Microsoft PowerPoint. Students learn how to create and modify a slide presentation, insert clip art, add slide transition effects, as well as more advanced operations such as creating graphic objects. Preparation for Microsoft Office User Specialist, Microsoft PowerPoint Expert Certification. **Prerequisite: CA 100.**

## CA 120

### Intro to Computer & Info Tech - Concepts • 2.0 Credits

Formerly CA 1002

Emphasizes the cognitive aspects of dealing with Information Technology (IT): evaluating information, learning practical IT skills, solving problems, and dealing with information related issues such as privacy, security, and ethics. Topics also include: navigating the Internet, using Windows, computer hardware and software concepts, identification of system board parts, input/output devices, and types of storage.

## CA 130

### Windows Operating System • 1.0 Credit

Formerly CA 1003

Introduces students to the current Windows operating system. Topics include: screen identification, using Help and Support, arranging and sizing windows, personalizing your PC, and file management.

## CA 140

### Intro to Computer & Info Tech - MS Word • 1.0 Credit

Formerly CA 1004

Introductory class to Microsoft Word, a word processing software application that enables you to easily create both simple and complex documents.

## CA 150

### Intro to Computer & Info Tech - MS Excel • 1.0 Credit

Formerly CA 1005

Introductory class to Microsoft Excel, a spreadsheet application typically used to display and manipulate numerical data.

## CA 160

### Intro to Computer & Info Tech - MS PowerPoint • 1.0 Credit

Formerly CA 1006

Introductory class to Microsoft PowerPoint, a presentation software application that allows you to combine text and graphics for on-screen presentations.

## CA 170

### Microsoft Outlook • 1.0 Credit

Formerly CA 1007

Basic concepts of learning how to become more effective in your communication through understanding of email features and working with messages; how to view and manage your calendar, create/group contacts, schedule appointments, events, and tasks, and use of reminder options.

## CA 180

### Microsoft Access • 1.0 Credit

Formerly CA 1008

Basic concepts of database management systems: creating a new database, sorting and filtering records, using table wizards, creating forms, working with queries, and designing a report.

## CA 199

### Special Studies • 1.0–5.0 Credits

A class used to explore new approaches to software applications.

## CA 299

### Special Studies • 1.0–5.0 Credits

A class used to explore new approaches to software applications.