

# Computer Applications

## 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. Keyboarding experience is recommended. \$11.40 lab fee.

## CA 101

### Keyboarding I [RE] • 2.0 Credits

Formerly AOT 101, BT 101, CA 101

Introduces the fundamentals of touch typing of letters, numbers, symbols, and operational keys using a computer. \$11.40 lab fee.

## CA 102

### Keyboarding II [RE] • 2.0 Credits

Reinforces keyboarding skills. Introduces appropriate formatting of business letters, personal letters, memos, reports, and tables using word processing software. \$11.40 lab fee. **Prerequisite: Completion of CA 101 with a 2.0 or higher, or instructor permission.**

## CA 120

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

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. \$11.40 lab fee.

## CA 130

### Windows Operating System [RE] • 1.0 Credit

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. \$11.40 lab fee.

## CA 140

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

Introductory class to Microsoft Word, a word processing software application that enables you to easily create both simple and complex documents. \$11.40 lab fee.

## CA 145

### Intermediate Microsoft Word Processing [RE] • 2.0 Credits

Formerly CA 145, CS 107

his course provides students with an understanding of basic and intermediate Word processing functions and applications using Microsoft Word. You will learn how to create and edit documents for a variety of purposes and situations including professional-looking reports, multi-column newsletters, resumes, and business correspondence. Upon completion of this class, you will have the opportunity to earn the Microsoft Office Specialist Certification (MO-100). It is recommended that students complete CA 140, CA 100, or CS 101 prior to enrollment.

## CA 150

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

Introductory class to Microsoft Excel, a spreadsheet application typically used to display and manipulate numerical data. \$11.40 lab fee.

## CA 155

### Intermediate Microsoft Excel [RE] • 2.0 Credits

Formerly CA 155, CS 108

This course provides students with an understanding of the fundamentals of creating and managing worksheets and workbooks using Microsoft Excel. You will learn how to create workbooks for a variety of purposes including professional-looking budgets, financial statements, team performance charts, sales invoices and data-entry logs. Upon completion of this class, you will have the opportunity to earn the Microsoft Office Specialist Certification (MO-100). It is recommended that students complete CA 150, CA 100, or CS 101 prior to enrollment.

## CA 160

### Intro to Computer & Info Tech - MS Powerpoint [RE] • 1.0 Credit

Introductory class to Microsoft PowerPoint, a presentation software application that allows you to combine text and graphics for on-screen presentations. \$11.40 lab fee.

## CA 165

### Intermediate Microsoft PowerPoint [RE] • 2.0 Credits

Formerly CA 103, CA 165

This course provides students with the fundamentals to create, edit and enhance presentations and slideshows using Microsoft PowerPoint. You will learn how to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Upon completion of this class, you will have the opportunity to earn the Microsoft Office Specialist Certification (MO-100). It is recommended that students complete CA 160 or CS 101 prior to enrollment.

## CA 170

### Microsoft Outlook [RE] • 1.0 Credit

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. \$11.40 lab fee.

## CA 180

### Microsoft Access [RE] • 1.0 Credit

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. \$11.40 lab fee.

## CA 199

### Special Studies [RE] • 1.0–5.0 Credits

A class used to explore new approaches to software applications.

## CA 299

### Special Studies [RE] • 1.0–5.0 Credits

A class used to explore new approaches to software applications.