

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

Introduction to Keyboarding [RE] • 2.0 Credits

Formerly AOT 101, BT 101, CA 101

This course is designed for students with limited or no keyboarding skills. Students will learn the fundamentals of touch typing of letters, numbers, symbols, and operational keys using a computer. \$11.40 lab fee.

CA 120

Introduction to Computer Applications [RE] • 3.0 Credits

This course is designed for students with limited or no computer skills. Students will gain hands-on experience with personal computer hardware, the Windows operating system, and file management systems. By the end of the course, students will possess the digital literacy skills needed to excel in both academic and professional environments. \$11.40 lab fee.

CA 140

Introduction to Microsoft 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

Introduction to Microsoft 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

Introduction to Microsoft 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

Introduction to 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 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.