

# Computer Applications (CAPP)

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## Courses

### **CAPP 110 Short Courses: MS Outlook**

Credits: 1

Term: (S)

This course introduces students to Microsoft Outlook as a tool for a variety of business applications including software configuration, scheduling, managing contacts, and effective use of email as a mode of communication.

### **CAPP 131 Basic MS Office**

Credits: 3

Term: (F, S, Su)

This course provides students with basic computer literacy skills through the exploration of Microsoft Office software applications. Topics include word processing, spreadsheets, presentations, and databases using a hands-on approach.

### **CAPP 154 MS Word**

Credits: 3

Term: (Currently not offered)

Prerequisite: CAPP 131 or CSCI 105

Word processing software is used to create documents used in academic, professional, and business environments. These functions include editing, selecting, find and replace, document assembly, graphics, printing, headers and footers, columns, file management styles, math features, fonts and other print features, tables, sort and select, merges, macros, and reference tools.

### **CAPP 156 MS Excel**

Credits: 3

Term: (S, Su)

Prerequisite: CAPP 131 or CSCI 105

This course introduces students to business applications using spreadsheets. Emphasis will be placed on spreadsheet development and the utilization of basic and intermediate formulas.

### **CAPP 266 Advanced MS Excel Applications**

Credits: 3

Term: (S)

Prerequisite: CAPP 156

This course builds on the skills obtained in CAPP 156. The basic and advanced features of MS Excel will be used in a variety of accounting and business applications with an emphasis on problem-solving and decision-making. Topics include developing and troubleshooting spreadsheets as well as using spreadsheets for financial analysis, statistical analysis, and goal-seeking.