

Computer Applications (CAPP)

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 158 MS Access

Credits: 3

Term: (F)

Prerequisite: CAPP 131 or CSCI 105

This course covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Access. Use of application software focuses on data queries (both Query-By-Example and Structured Query Language), report and form generation, multiple table relationships, and interface techniques. Database administration and customization techniques will also be covered.

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.