CAPP 110 Short Courses: MS Outlook. 1 Credit
Prerequisite(s): CAPP 120.
Instructs students in the full functional usage of Microsoft Outlook as a tool. Students will learn the special features for the application such as: Scheduling, Managing Contacts and Emails, and Integrating Outlook with other applications. Lab Hours 2
Department: Computer Technologies - COT

CAPP 120 Introduction to Computers. 3 Credits
Instructs students in fundamental computing skills. Concepts include the creation and manipulation of files, use of a common Operating System, a basic understanding of computer hardware, and a functional knowledge of common business applications such as: word processing, spreadsheets, Internet and email, and presentation software. The course is performed in a lab setting with access to computers and necessary software. Lecture Hours 3
Department: Computer Technologies - COT

CAPP 131 Basic MS Office. 3 Credits
Term Typically Offered: Fall, Spring
Provides introductory concepts of computers, Windows operating system, Internet, spreadsheets, and word processing. g.
Lecture Hours 3
Department: College of Business - All Depts

CAPP 153 MS PowerPoint. 2 Credits
Prerequisite(s): CAPP 120.
Instructs students in the features of PowerPoint and its usage as a tool for presentations. Students will learn the full host of features available in PowerPoint to create, modify, and enhance presentations and slide-shows. Further, students will be instructed in design techniques and how to give presentations. Lecture Hours 1, Lab Hours 2
Department: Computer Technologies - COT

CAPP 156 MS Excel. 3 Credits
Prerequisite(s): CAPP 120.
Introduces students to business applications using spreadsheets. Emphasis is placed on the essential functions of spreadsheet operation, as well as introduction to some advanced functions such as lookup functions and database management. Content emphasizes mastery of spreadsheet concepts and applications and development of analytical thinking skills. Lecture Hours 3
Department: Computer Technologies - COT