CAPP - COMPUTER APPLICATIONS

CAPP 103 Quickbooks Fundamentals. 2 Credits
Term Typically Offered: Fall
Provides a step-by-step introduction to the terminology, concepts, and techniques used in QuickBooks Pro. The course is designed for computer users who want a basic understanding of the capabilities of QuickBooks Pro and covers journal entries, customer and vender activities, payroll, and closing activities for both service-based and merchandising-based businesses.
Lecture Hours 2
Department: Computer Technologies - COT

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 131E Basic MS Office Exam. 0 Credits
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 154 MS Word. 3 Credits
Prerequisite(s): CAPP 120.
Provides hands-on experience in word processing on the microcomputer using Word for Windows software. The process of creating and formatting business documents includes editing, search and replace, pagination, document assembly, merging, macros, printing, headers and footers, columns and file management.
Lecture Hours 3
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

CAPP 158 MS Access. 3 Credits
Prerequisite(s): CAPP 120.
Examines the process of database design using a relational model. Use of applications software focuses on data query, report generation, multiple file relationships and interface techniques.
Lecture Hours 3
Department: Computer Technologies - COT

CAPP 291 Special Topics. 1-3 Credits
Prerequisite(s): CAPP 120.
Investigates intensively topics pertaining to an area of data processing.
Department: Computer Technologies - COT