

COMPUTER APPLICATIONS

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

COMPUTER APPLICATIONS (CA)

DIVISION: Commercial Services
 DEPARTMENT: Computer Applications
 DEPT CHAIR: Judie DeFrate 408-855-5341

Student Learning Outcomes:

The Computer Applications program at Mission College has two areas of emphasis. The Office Administration area is designed to provide skills necessary for success in an office setting, from clerk to supervisor/manager. The Office Information System area is focused on computer application skills necessary to effectively use the computer to increase productivity (without working harder) in an office environment. Upon completion of courses in Computer Applications students will be able to:

- Classify software into appropriate categories (application, operating system, etc.);
- Design and publish WebPages; design and create databases, reports, forms, and presentations;
- Analyze, assess, and produce a business document that is a solution to a given problem (reservation letter, report and budget);
- Demonstrate an increase in keyboarding speed and productivity;
- Apply computer skills with knowledge of application software (PowerPoint, Excel, and Access) to create a professional business document;
- Demonstrate the ability to use a computer operating system (printing and file management);
- Design, predict, assess, estimate, classify a plan to manage a project (launching a new product or starting a new company);
- Produce a professional business document from dictated material, and
- Demonstrate appropriate academic and professional use of the Internet.

Students will be assessed through exams and work that reflects their ability to design and publish web pages, produce professional business documents and use the Internet for business applications.

Career Options:

- Computer Operator, Assistant, Clerk
- Data Entry Operator
- Office Assistant
- Word, Excel, Oracle User

Some career options may require more than two years of college study.

Highlights:

- Hands-on experience in the use of computer for business purposes.
- Instructors, with strong computer backgrounds, that care about your success.
- Opportunities for application experience in the lab through internships.

A.S. Degree:

- Office Administration
- Office Information Systems

Certificate:

- Computer Applications- Level II
- Help Desk Specialist
- Internet Application
- Microsoft Office
- Office Administration
- Office Information Systems
- Office Support Specialist
- Oracle Developer
- Oracle Developer DBA

Schedule Matrix:

COURSE	FALL	SPRING	SUMMER	Weekend
CA 010A	D,E	D,E	D	D
CA 010C	D,E	D,E	D	D
CA 011	D,E	D,E	D	D
CA 013	D,E	D,E	D	D
CA 023	D,E			
CA 031B			E	
CA 033A	D	D		
CA 033B		E		
CA 037A		E		
CA 045A	E	E		
CA 045B	E	E		
CA 046D	E	E		
CA 046E	E	E		
CA 051		E		
CA 052			E	

COURSE	FALL	SPRING	SUMMER	Weekend
CA 062B	E	E		D
CA 063B	E	E		D
CA 070	E	E		
CA 071E		E	E	
CA 081B	E	E		
CA 082B	E	E		
CA 084			E	
CA 084A	E	E		
CA 084B	E	E		
CA 084C	E	E		
CA 084D	E	E		
CA 096A			E	
CA 096B			E	
CA 096F	E	E		
CA 097A	E	E		
CA 097B	E	E		
CA 097C	E	E		
CA 098A		E		
CA 098B		E		

D=DAY CLASSES; E=EVENING CLASSES

Most classes are available online - please see the schedule of classes

Computer Applications - Level II - Certificate

The Computer Applications program is designed to provide students with a broad range of experience on some of the popular software packages used in business today. Only courses that have a grade of C or better may be used to satisfy requirements for a certificate.

Major Requirements	Units	
CA 033A	Word Processing - Course 1	3.0
CA 045A	Introductory Microsoft Project	1.0
CA 046D	Introduction to Microsoft Powerpoint	1.0
CA 062B	An Introduction to Microsoft Excel	1.0
CA 063B	Intermediate Microsoft Excel	2.0
CA 071E	Microsoft Outlook	0.5
CA 081B	Introduction to Microsoft Access	1.0
CA 082B	Intermediate Microsoft Access	2.0
CA 096A	Internet Use: Personal and Business 1	1.0
CA 096B	Internet Use: Personal and Business 2	1.0
Plus 2.5 units from the following:		Units
CA 010A	Learning the Keyboard	1.0
or		
CA 013	Ten-Key Numeric Keypad	1.0
CA 034D	Microsoft Word: Mail Merge	0.5
CA 052	PC for Personal and Professional Use	0.5
CA 055	Palm Pilot - Basic	0.5
CA 084	Oracle: Check It Out!	1.0
CA 096F	Introduction to MS Expression Web	1.0
CA 097A	Creating Web Pages - Course 1	1.0
Total Units		16.0

Help Desk Specialist - Certificate

The Help Desk Specialist Certificate is designed to provide students with the basic skills to work in the computer user support industry. Supporting a user has become a major role in many jobs.

Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Choice of any 16-17 units from the following:	Units	
BUS 079	Human Relations Applied in Business	3.0
CA 010C	Computer Keyboarding Speed and Accuracy	1.0
CA 031B	Microsoft Word: Check It Out!!	1.0
CA 038A	Computer Applications Internship	2.0
CA 045A	Introductory Microsoft Project	1.0
CA 051	Help Desk and Support Specialist	2.0
CA 062B	An Introduction to Microsoft Excel	1.0
CA 070	Using MS Windows/Vista	1.0
CA 071E	Microsoft Outlook	0.5

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CA 081B Introduction to Microsoft Access	1.0
CA 084 Oracle: Check It Out!	1.0
CA 096A Internet Use: Personal and Business 1	1.0
CA 096B Internet Use: Personal and Business 2	1.0
CIS 081 Introduction to Computer Networking	3.0
CIT 041 Microsoft OS Essentials	3.0
CNET 090A Computer Service Technician (A+) -	4.0
CNET 090B Computer Service Technician (A+) -	4.0
COMM 008 Interpersonal Communication	3.0
MGMT 011 Decision-Making Skills	0.5
MGMT 013 Job Stress Management	0.5
MGMT 014 Interviewing Skills	0.5
MGMT 019 Dealing With Difficult People	0.5
MGMT 023 Personal Effectiveness	0.5
Total Program Certificate Requirements:	16.0 - 17.0

Microsoft Office - Certificate

The Microsoft Office Certificate is designed to provide students with the basic skills to work with this popular application suite, which has become an integral part of many jobs. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units	
CA 033A Word Processing - Course 1	3.0
CA 033B Word Processing - Course 2	3.0
CA 045A Introductory Microsoft Project	1.0
CA 045B Intermediate Microsoft Project	2.0
CA 046D Introduction to Microsoft PowerPoint	1.0
CA 046E Intermediate PowerPoint	1.0
CA 062B Introduction to Microsoft Excel	1.0
CA 063B Intermediate Microsoft Excel	2.0
CA 071E Microsoft Outlook	0.5
CA 081B Introduction to Microsoft Access	1.0
CA 082B Intermediate Microsoft Access	2.0
Total Program Certificate Requirements:	17.5

Office Administration - A.S. Degree

Core Curriculum Courses (Required)	Units	
ACCTG 021A Basic Accounting I	2.0
BUS 028A Business Law	3.0
BUS 050 Administrative Office Procedures	4.0
BUS 078 Business Communications	3.0
CA 010C Computer Keyboarding Speed and Accuracy	1.0
CA 013 Ten Key Numeric Keypad	1.0
CA 033A Word Processing - Course 1	3.0
CA 033B Word Processing - Course 2	3.0
CA 036 Machine Transcription	3.0
CA 037A Computer Usage for the Workplace Professional	3.0
CA 046D Introduction to Microsoft PowerPoint	1.0
CA 062B Introduction to Microsoft Excel	1.0
CA 081B Introduction to Microsoft Access	1.0

Plus 11.0 - 13.0 units from the following:	Units	
ACCTG 021B Basic Accounting II	4.0
BUS 051 Introduction to American Business	3.0
BUS 064 Business Math Using Calculators	4.0
BUS 079 Human Relations Applied in Business	3.0
CA 045A Introductory Microsoft Project	1.0
CA 046E Intermediate PowerPoint	1.0
CA 063B Intermediate Microsoft Excel	2.0
CA 096A Internet Use Personal & Business 1	1.0
CA 096B Internet Use Personal & Business 2	1.0
MGMT 103 Functions of Management I	3.0
MKT 056A Marketing Principles	3.0
Total Program A.S. Degree Requirements:	40.0 - 42.0

Office Administration - Certificate

The Office Administration Certificate prepares you to work in an office environment using computers. Your communication skills, computer skills, and application knowledge prepare you for success in any office using today's computers. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units	
BUS 050 Administrative Office Procedures	4.0
BUS 078 Business Communications	3.0
CA 013 Ten-Key Numeric Keypad	1.0
CA 010A Learning the Keyboarding	1.0
CA 033A Word Processing - Course 1	3.0
CA 033B Word Processing - Course 2	3.0
CA 036 Machine Transcription	3.0
CA 037A Computer Usage for the Workplace Professional	3.0

Plus three units from the following:

CA 046D Introduction to Microsoft Powerpoint	1.0
CA 062B Introduction to Microsoft Excel	1.0
CA 081B Introduction to Microsoft Access	1.0
CA 084 Oracle: Check It Out!	1.0
CA 045A Introductory Microsoft Project	1.0
Total Program Certificate Requirements:	23.0

Office Information Systems - A.S. Degree

The Office Information Systems program is designed to provide computer applications instruction to students who plan to seek employment in an automated business setting. The courses will prepare the student for a position in several areas, as well as increase the student's potential for advancement. Developing computer skills and attitudes necessary to succeed on the job is the program objective.

Core Curriculum Courses (Required)	Units	
BUS 078 Business Communications	3.0
BUS 050 Administrative Office Procedures	4.0
CA 052* PC for Personal and Professional Use	0.5
CA 033A Word Processing - Course 1	3.0
CA 033B Word Processing - Course 2	3.0
CA 036 Machine Transcription	3.0
CA 037A Computer Usage for the Workplace Professional	3.0
CA 046D Introduction to Microsoft PowerPoint	1.0
CA 062B Introduction to Microsoft Excel	1.0
CA 070 Using MS Windows/Vista	1.0
GRART 063 Introduction to Adobe Indesign	3.0

Plus four units from the following:

Units		
CA 031B Microsoft Word: Check It Out!	1.0
CA 045A Introduction to Microsoft Project	1.0
CA 045B Intermediate Microsoft Project	2.0
CA 081B Introduction to Microsoft Access	1.0
CA 071E Microsoft Outlook	0.5
CA 084 Oracle: Check It Out!	1.0
MGMT 009 Intro Supervision & Management	0.5
MGMT 013 Job Stress Management	0.5
MGMT 014 Interviewing Skills	0.5
MGMT 017 Performance Appraisal	0.5
MGMT 019 Dealing with Difficult People	0.5

Plus one of the following:

Units		
BUS 079 Human Relations in Business	3.0
MGMT 101 Interpersonal Effectiveness	3.0

Total Program A.S. Degree Requirements: **32.5**

*Students should complete CA052 before starting CA033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a degree. **NOTE:** Knowledge of basic Macintosh skills is recommended prior to taking GRART 063.

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Office Information Systems - Certificate

The Office Information Systems program is designed to provide computer applications instruction to students who plan to seek employment in an automated business setting. The courses will prepare the student for a position in several areas, as well as increase the student's potential for advancement. Developing computer skills and attitudes necessary to succeed on the job is the program objective. Only courses completed with a grade of C or better may be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
BUS 050 Administrative Office Procedures.....	4.0
BUS 078 Business Communications.....	3.0
CA 052* PC for Personal and Professional Use.....	0.5
CA 033A Word Processing - Course 1.....	3.0
CA 033B Word Processing - Course 2.....	3.0
CA 036 Machine Transcription.....	3.0
CA 037A Computer Usage for the Workplace Professional.....	3.0
CA 046D Introduction to Microsoft PowerPoint.....	1.0
CA 062B Introduction to Microsoft Excel.....	1.0
CA 070 Using MS Windows/Vista.....	1.0
CA 081B Introduction to Microsoft Access.....	1.0

Plus one of the following:	Units
BUS 079 Human Relations in Business.....	3.0
CA 034B Microsoft Word: Indents, Tabs, and Tables.....	0.5
CA 034D Microsoft Word: Report Formatting Features.....	0.5
CA 034D Microsoft Word: Mail Merge.....	0.5
CA 034D Microsoft Word: New Version Update.....	0.5
CA 045A Introduction to Microsoft Project.....	1.0
CA 045B Intermediate Microsoft Project.....	2.0
CA 071E Microsoft Outlook.....	0.5
CA 084 Oracle: Check It Out!.....	1.0
MGMT 101 Interpersonal Effectiveness.....	3.0
Total Program Certificate Requirements:	26.5

*Students should complete CA052 before starting CA033 or other Word Processing Courses. Students who do not have a keyboarding speed of 50 words per minute should complete a speed development course before applying for a certificate.

Office Support Specialist - Certificate

The Certificate is designed to provide students with the minimal qualifications needed to work in an office environment. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
CA 010A Learning the Keyboard.....	1.0
CA 010C Computer Keyboarding Speed & Accuracy.....	1.0
CA 013 Ten-key Numeric Keypad.....	1.0
CA 031B Microsoft Word: Check it Out!.....	1.0
CA 052 PC for Personal and Professional Use.....	0.5
CA 070 Using MS Windows/Vista.....	1.0
CA 062B Introduction to Microsoft Excel.....	1.0
CA 071E Microsoft Outlook.....	0.5
CA 096A Internet Personal and Business I.....	1.0
Total Program Certificate Requirements:	8.0

Oracle Developer/DBA - Certificate

The Oracle Developer/DBA Certificate is designed to provide students with basic and broad-based skills to work with the Oracle database in business environments.

Courses Required: Units	Units
CA 084A Oracle - SQL and PL/SQL.....	3.0
Select 13 units from any of the following:	Units
CA 084B Oracle - Forms.....	3.0
CA 084C Oracle - Reports.....	3.0
CA 084D Oracle - Forms 2.....	3.0
CIS 085A Develop PL / SQL Programs Units.....	3.0
CIT 082 DBA: Architecture & Administration.....	3.0
CIT 084 DBA: Backup & Recovery.....	3.0
CIT 182 DBA: Architecture & Administration Lab.....	1.0
CIT 184 DBA: Backup & Recovery Lab.....	1.0
CIT 186 DBA: Performance Tuning Lab.....	1.0
Total Program Certificate Requirements:	16.0

Oracle Developer - Certificate

The Oracle Developer/DBA Certificate is designed to provide students with basic and broad-based skills to work with the Oracle database in business environments.

Courses Required:	Units
CA 084A Oracle - SQL and PL/SQL.....	3.0
CA 084B Oracle - Forms.....	3.0
CA 084C Oracle - Reports.....	3.0
CA 084D Oracle - Forms 2.....	3.0
Total Program Certificate Requirements:	12.0

Professional Internet Skills - Certificate

The Internet Application Certificate is designed to provide students with the basic skills to work with the Internet, which has become an integral part of many jobs. Only courses that have a grade of "C" or better will be used to satisfy requirements for a certificate.

Core Curriculum Courses (Required)	Units
CA 096A Internet Personal and Business 1.....	1.0
CA 096B Internet Personal and Business 2.....	1.0
CA 097A Creating Web Pages – Course 1.....	1.0
CA 097B Creating Web Pages – Course 2.....	1.0
CA 097C Creating Web Pages – Course 3.....	1.0
CA 097D Creating Web Pages with XML – Course 1.....	1.0
CA 096F Introduction to MS Expression Web.....	1.0
CA 097E Creating Web Pages with XML – Course 2.....	1.0
Total Program Certificate Requirements:	8.0

COMPUTER APPLICATIONS (CA)

How to determine placement in computer keyboarding classes

A student should enroll for:

- CA 11 with no previous keyboarding training;
- CA 10A with no previous keyboarding training;
- CA 10C with previous keyboarding training.

010A • LEARNING THE KEYBOARD

1.0 unit

Total Lab 54.4 hours

Acceptable for credit: California State University

This course is designed for anyone who wants to learn the "touch" system of keyboarding on the computer. Proper techniques of keyboarding will be emphasized to develop speed and accuracy. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Only.*

010C • COMPUTER KEYBOARDING SPEED AND ACCURACY

1.0 unit

Total Lab 54.4 hours

Advisory: CA 010A or CA 011

Acceptable for credit: California State University

This course is designed for anyone who wants to improve basic keyboarding technique, speed, and accuracy on the computer. There is extensive drill practice and time skill development exercises with personalized instruction based on individual needs. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Only.*

011 • BEGINNING KEYBOARDING WITH WORD PROCESSING

3.0 units

Total Lecture 36.8 hours; Total Lab 54.4 hours

Acceptable for credit: California State University

This course is designed for anyone who wishes to learn the "touch" system of keyboarding and word processing. Students practice on simple business letters, manuscripts, and personal-use correspondence as well as develop proper keyboarding techniques, speed, and accuracy on the computer. This course may be offered via distance learning. *Pass/No Pass Option.*

013 • TEN-KEY NUMERIC KEYPAD

1.0 unit

Total Lab 54.4 hours

Acceptable for credit: California State University

This course develops entry-level vocational proficiency in the use of the 10-key numeric keypad. *This course may also be offered via distance learning. This course may be repeated one time. Pass/No Pass Only.*

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023 • DISTANCE LEARNING – HOW TO SUCCEED (NON-ASSOCIATE DEGREE COURSE)

0.5 units

Total Lecture: 8.0 hours
Advisory: CA 010A and CA 070

Be a successful distance learner! In this course students will learn how to register and take a class online. Topics will include: using a browser, email, plug-ins, using a course management system, communicating online, taking a test, and sending work. *This course may also be offered via distance learning. Pass/No Pass Only.*

031B • MICROSOFT WORD: CHECK IT OUT!

1.0 unit

Total Lecture: 16.0 hours
Advisory: CA 010A
Acceptable for credit: California State University

The software program Microsoft Word is taught in this course. Students learn the syntax and structure of the software and basic operating procedures. Specific topics included are: an overview of function key commands, basic input and editing procedures, file handling, printout features, file management, and basic document formatting including letters, memos, and reports. *This course may also be offered via distance learning. Pass/No Pass Option.*

033A • WORD PROCESSING - COURSE 1

3.0 units

Total Lecture: 54.4 hours
Advisory: CA 010A or CA 011 and CA 031B
Acceptable for credit: California State University

Word processing is accomplished on a microcomputer using Microsoft Word for Windows. Students develop a working knowledge of a program that offers flexibility in selecting commands, using function keys, as well as an alternative (a "mouse" device) to using the keyboard to select commands. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus. This course may also be offered via distance learning. *Pass/No Pass Option.*

033B • WORD PROCESSING - COURSE 2

3.0 units

Total Lecture: 54.4 hours
Advisory: CA 010A, CA 011 and CA 033A
Acceptable for credit: California State University

Word Processing is accomplished on a computer, and students develop in-depth knowledge of Word to prepare documents. Course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. *This course may also be offered via distance learning. Pass/No Pass Option.*

034 • MS WORD-ADVANCED FEATURES

2.0 units

Total Lecture: 36.8 hours
Advisory: CA 010A, CA 021, CA 033 or CA 070
Acceptable for credit: California State University

Students will learn how to develop basic professional-looking business documents using Microsoft Word. They will be able to produce their own newsletters, flyers, brochures, and letterheads, or modify predesigned templates. This course is intended to expand your ability to use features of Microsoft Word effectively. Computer literacy skills and keyboarding skills are recommended. Course may also be taught as an Online course. *May be repeated one time. Pass/No Pass Option.*

034E • MS WORD-NEW VERSION UPDATE

0.5 units

Total Lecture: 8.0 hours
Advisory: CA 010A, CA 020A, or CA 070

This course is designed to compare the features of the newest Microsoft Office version with the previous version. Comparisons of the different software levels will be made and the new features will be covered. *May be repeated one time. Pass/No Pass Option.*

036 • MACHINE TRANSCRIPTION WITH WORD

3.0 units

Total Lecture: 54.4 hours
Advisory: CA 033A, CA 033B
Acceptable for credit: California State University

This course includes extensive practice in the preparation of business correspondence using computers and transcription machines. There are intensive drills on transcription skills with an emphasis on the quality of production for mailable copy. There is a review of punctuation, spelling, vocabulary building, letter styles, proofreading, and grammar. *Pass/No Pass Option.*

037A • COMPUTER USAGE FOR WORKPLACE PROFESSIONALS

3.0 units

Total Lecture: 54.4 hours
Advisory: CA 010A or CA 011
Acceptable for credit: California State University

Explores the effect of computer technology and how to use this technology to increase productivity. Covers various aspects of office automation, to include basics on how computers work, what a programmer does, how the Internet works, what a System Analyst does, and basics as to IS responsibilities. Includes hands-on MS Word and MS Excel to learn applications used in office automation. *This course may also be offered via distance learning. Pass/No Pass Option.*

038A • COMPUTER APPLICATIONS INTERNSHIP 1.0, 1.5, 2.0 units

Total Lab: 108.8 hours
Advisory: CA 030A, CA 031, CA 033, CA 037A, CA 052
Acceptable for credit: California State University

This course allows the student to gain practical work experience in a word processing environment. Students will keyboard and text edit copy in a self-paced setting using the instructor as a supervisor to complete documents using software. Students will also reinforce work skills, and learn to function as a team member by serving as lead operators to tutor other students in the instructional lab. Lead students will perform duties similar to those found in an actual word processing environment. Self-paced with variable credit. *May be repeated to a maximum of 4 units. Pass/No Pass Only.*

045A • INTRODUCTORY MICROSOFT PROJECT

1.0 unit

Total Lecture: 16.0 hours
Advisory: CA 070
Acceptable for credit: California State University

This course covers the basic concepts of project management. Students work with project management tools within Microsoft Project. This enables the use of project data, such as tasks, resources, and time, to manage a project. *This course may also be offered via distance learning. Pass/No Pass Option.*

045B • INTERMEDIATE MICROSOFT PROJECT

2.0 units

Total Lecture: 36.8 hours, Total Lab: 36.8 hours
Advisory: CA 045A
Acceptable for credit: California State University

This course continues the concepts of project management. Students work with the project management tools of Microsoft Project to analyze schedules, work with resource and allocation problems, and monitor and analyze the progress of the project. *This course may also be offered via distance learning. Pass/No Pass Option.*

046D • INTRODUCTION TO MICROSOFT POWERPOINT

1.0 unit

Total Lecture: 16.0 hours
Advisory: CA 010A
Acceptable for credit: California State University

The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course is the first of two courses that teach PowerPoint. *This course may also be offered via distance learning. Pass/No Pass Option.*

046E • INTERMEDIATE MICROSOFT POWERPOINT

1.0 unit

Total Lecture: 16.0 hours
Advisory: CA 010A, CA 046D, CA 120
Acceptable for credit: California State University

This course covers more advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and Web pages. They learn to customize a slide show. *This course may also be offered via distance learning. Pass/No Pass Option.*

051 • HELP DESK AND SUPPORT SPECIALIST

2.0 units

Total Lecture: 36.8 hours
Advisory: CA 010A, CA 070, CA 120
Acceptable for credit: California State University

This course covers the concepts of working in the computer user support area (or help desk). Students cover the skills and abilities commonly used in this position and the tasks employers expect an entry-level support staff person to be able to perform. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

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052 • PC FOR PERSONAL AND PROFESSIONAL USE

0.5 units

Total Lecture 8.0 hours

Advisory: CA 010A

Build confidence in using a computer and take the mystery away from how a computer works. The course covers: the operating system software and how it works with application software, how the CPU works, the difference between memory and storage, and how the computer records data on a disk. *Pass/No Pass Only.*

062B • AN INTRODUCTION TO MICROSOFT EXCEL

1.0 unit

Total Lecture 16.0 hours

Advisory: CA 021 or CA 052

Acceptable for credit: California State University

This course is designed to introduce students to the spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. *May be repeated one time. This course may be offered via distance learning. Pass/No Pass Option.*

063B • INTERMEDIATE MICROSOFT EXCEL

2.0 units

Total Lecture 36.8 hours

Advisory: CA 062B

Acceptable for credit: California State University

Go to the next professional and personal step using Excel. Learn Excel features that are used in decision-making. Experiment with scenarios, data lookups, goal seek, solver, pivot-table charts and graphs, and more. Create macros to automate Excel tasks. Create buttons in a spreadsheet so others can just click and get the result. This course is designed for students who are computer literate and have some knowledge of Excel. *May be repeated one time. Pass/No Pass Option.*

070 • USING MS WINDOWS/VISTA

1.0 unit

Total Lecture 16.0 hours

Advisory: CA 052

Acceptable for credit: California State University

Microsoft Windows is the standard graphical user interface for the IBM and compatible personal computers. It provides a "graphical environment" for access to application programs and system functions through the use of a mouse and icon-oriented commands. This course introduces the student to the use of Windows, its application programs and utilities. It also prepares the student to use the computer in more efficient manner through proper use of the Windows system. *May be repeated one time. Pass/No Pass Only.*

071E • MICROSOFT OUTLOOK

0.5 units

Total Lecture 8.0 hours

Advisory: CA 010A, CA 021, or CA 070

Acceptable for credit: California State University

Students will learn the basic features of Microsoft Outlook, a desktop information management system. This course will provide an overview of the software package and will teach students how to enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks and contacts. Computer literacy skills and keyboarding skills are recommended. *May be repeated one time. Pass/No Pass Only.*

081B • INTRODUCTION TO MICROSOFT ACCESS

1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070

Acceptable for credit: California State University

Take the first professional and personal step using Access, a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

082B • INTERMEDIATE MICROSOFT ACCESS

2.0 units

Total Lecture 36.8 hours

Advisory: CA 081B

Acceptable for credit: California State University

Go to the next professional and personal step using Access. Learn Access features to enhance database table design, customize forms and reports, create more complex queries, and manage and secure a database. Create macros to automate database tasks. Learn to use Access with other applications. This course is designed for students who are computer literate and have some knowledge of Access. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

084 • ORACLE: CHECK IT OUT!

1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070

Acceptable for credit: California State University

Students receive an introduction to Oracle, a powerful relational database. They learn how to use Oracle to create a table, enter and modify data, retrieve and present information from a database file. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

084A • ORACLE - SQL AND PL/SQL

3.0 units

Total Lecture 54.4 hours

Advisory: CA 010A, CA 070

Acceptable for credit: California State University

This course covers the concepts of building and testing interactive applications. Students work with a graphical user interface to customize forms with user input items such as check boxes, list items, and radio groups. This course is preparation for Oracle application development. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

084B • ORACLE - FORMS

3.0 units

Total Lecture 54.4 hours

Advisory: CA 010A or CA 070, CA 084A

Acceptable for credit: California State University

This course covers the concepts of building and testing interactive applications. Students work with a graphical user interface to customize forms with user input items such as check boxes, list items, and radio groups. This course is preparation for Oracle application development. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

084C • ORACLE - REPORTS

3.0 units

Total Lecture 54.4 hours

Advisory: CA 010A or CA 070, CA 084A

Acceptable for credit: California State University

This course covers the concepts of building a variety of standard and custom reports. Students work with a graphical user interface to customize reports using a variety of styles. This course is preparation for Oracle application development. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.*

084D • ORACLE FORMS 2

3.0 units

Total Lecture 54.4 hours

Advisory: CA 010A or CA 070, CA 084A

Acceptable for credit: California State University

This course continues the concepts of building and testing interactive applications using Oracle Developer. Students work with a graphical user interface to customize forms by creating menus, an integrated database application, form calculations, and stored program units. They manage a multiple form application. This course is preparation for Oracle application development. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.*

096A • INTERNET USE: PERSONAL AND BUSINESS 1

1.0 unit

Total Lecture 16.0 hours

Acceptable for credit: California State University

Ever get frustrated using the Internet? Take this class and make the Internet work for you. Is there a difference between the Internet and the World Wide Web? This class will cover how the Internet works, some history, and then hands-on "magic carpet rides" through a few of the billions of meaningful web pages. Learn more about e-mail, Internet fraud, transferring files, protecting your computer from hackers, and more. Leave knowing the "basics" of using the Internet, basics that the casual user does not know at all. *May be repeated one time. Pass/No Pass Option.*

BEFORE ENROLLING IN DEGREE APPLICABLE COURSES, IT IS RECOMMENDED THAT YOU COMPLETE ENGL 001A AND READ 053.

096B • INTERNET USE: PERSONAL AND BUSINESS 2 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 096A

Acceptable for credit: California State University

Travel at warp speed through databases, stock markets, research sites, and government sites. View all the satellites in orbit as they circle earth live. Experience different web browsers live (Firefox and Opera), and then choose which one you like best. Learn how to keep your personal data secure when ordering products over the net. Do in-depth research for business, real estate, or to find a lost relative. Learn to use some basic HTML. *May be repeated one time. Pass/No Pass Option.*

096F • INTRODUCTION TO MS EXPRESSION WEB 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 021, CA 070, CA 096A, CA 096B, or CA 096C

Acceptable for credit: California State University

Students will learn the basic features of Microsoft FrontPage, an application to simplify the development and creation of a Web page. This course will provide an overview of the software package and will teach students how to create and maintain Web pages. Computer literacy skills and keyboarding skills are recommended. *May be repeated one time. Pass/No Pass Option.*

097A • CREATING WEB PAGES - COURSE 1 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070 and CA 120

Acceptable for credit: California State University

This course provides for the first professional and personal step in creating a Web page. Students will acquire basic HTML formatting commands in a hands-on lab. In addition, they will learn to add color, graphics, lists, and tables to their Web site. The final project is the creation and publication of a personal or business Web page. *This course may also be offered via distance learning. Pass/No Pass Option.*

097B • CREATING WEB PAGES - COURSE 2 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070, CA 097A

Acceptable for credit: California State University

Make Web pages look even better and decrease the maintenance time! In this course, create Web pages and learn more advanced HTML features in a hands-on lab. Topics include: working with frames, forms, multimedia and cascading style sheets. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.*

097C • CREATING WEB PAGES - COURSE 3 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070, CA 097A

Acceptable for credit: California State University

Expand Web pages creation skills! In this course create Web pages and learn more advanced HTML features in a hands-on lab. Topics include: working with XHTML, JavaScript, and cookies. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

098A • CREATING WEB PAGES USING XML - COURSE 1 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070, CA 097A

Acceptable for credit: California State University

This course covers the concepts of building a Web page using XML. Students work with XML tags that allow them to create a variety of document types. With XML, Web pages can be easily customized. XML can handle data content more effectively and it has well-defined standards. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.*

098B • WEB PAGES USING XML - COURSE 2 1.0 unit

Total Lecture 16.0 hours

Advisory: CA 010A, CA 070, CA 098A

Acceptable for credit: California State University

Expand knowledge of using XML in Web pages! XML is used with the most popular applications – Microsoft Office and Oracle. In this course, create Web pages and learn more advanced XML features in a hands-on lab. Topics include: working with cascading and computational style sheets, element groups and the document object model. *May be repeated two times. This course may also be offered via distance learning. Pass/No Pass Option.*

101 • COMPUTER APPLICATIONS OPEN LAB 0.5 units

Total Lab 27.2 hours

Advisory: Eligibility for ENGL 108A and READ 053 CA 010A, CA 052

This is an open lab for computer application classes. The student is allowed to use the appropriate software and equipment to upgrade his/her skills. Students should be able to operate the printer. *May be repeated one time. This course may also be offered via distance learning. Pass/No Pass Option.*

120 • CA HELP LAB 1.0 unit

Total Lecture 54.4 hours

Advisory: CA 010A, CA 052 and Concurrent enrollment in CA 033A, 046D, 062B, 081B, 084A, or 097A.

This lab provides additional assistance to students currently enrolled in a Computer Applications class. It is an open entry/open exit course. May be repeated three times. *Pass/No Pass Only.*