

# COMPUTER APPLICATIONS (CA)

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## CA 005 Computer Literacy 2 Units

Students will be introduced to the personal computer, Microsoft Windows, beginning Microsoft Office Applications (Word, Excel, Access, and PowerPoint), and using the Internet.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding speed of 25 net words per minute

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

Credit by Exam: Yes

## CA 010A Computer Keyboarding 1 Unit

Students will develop basic keyboarding skills using touch-keyboarding techniques. Skill development and measurement, as well as checking for errors, and basic usage of Microsoft Word are also addressed. This course is designed for students with no prior keyboarding experience.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## CA 011 Speed and Accuracy 1 Unit

Students will use keyboarding software to improve proficiency in speed and accuracy. This course is recommended to refresh and increase keyboarding skills. Students enrolled in this course must have a touch-keyboarding speed of 25 net words per minute.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Prerequisite: Touch keyboarding speed of 25 net words per minute.  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## CA 040D Microsoft Word Level 1 1 Unit

Students will learn the basics of Microsoft Word including: creating documents; using tables and templates to create resumes and cover letters; creating research papers, newsletters, and merged mailing labels. In addition, students will learn how to use styles, create multilevel lists and charts, and table features. It is highly recommended that you take CA 100D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding of 25 net words per minute. It is highly recommended that you take CA 100D or its equivalent before taking this class.  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## CA 045D Microsoft Word Level 2 1 Unit

Students learn the advanced features of Microsoft Word including: building documents from reusable content, using markup tools, creating web content, using advanced editing tools, and creating mass mailings. Students also learn about creating standardized forms, managing documents, integrating MS Word with MS PowerPoint, and modifying document components. It is highly recommended that you take CA 040D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding of 25 net words a minute  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## CA 050D Microsoft Excel Level 1 1 Unit

Students will learn the basic features of Excel to create charts, work with built in mathematical functions, create tables, and manage large worksheets. Students will apply themes and conditional formatting to modify the style of the worksheet as well as save files under different formats. Students will create excel databases as well as sort and filter data. It is highly recommended that you take CA 100D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute. It is highly recommended that you take CA 100D or its equivalent before taking this class.  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

## CA 055D Microsoft Excel Level 2 1 Unit

Students will use the advanced features of Microsoft Excel to create Pivot Table and Pivot Chart reports, audit worksheets, analyze and summarize data, create macros, and work with visual basic for applications. Students will also import data from other applications, use database statistics, manage workgroup collaboration, and prepare a workbook for final distribution. It is highly recommended that you take CA 040D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute and completion of CA 050D are strongly recommended  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: AS  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 060D Microsoft Access Level 1 1 Unit**

Students use the basic features of Microsoft Access to design databases. They will create database objects such as tables, queries, forms, and reports. Students will import and export data. It is highly recommended that you take CA 100D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute.  
It is highly recommended that you take CA 100D or its equivalent before taking this class.

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 065D Microsoft Access Level 2 1 Unit**

Students will use advanced features of Microsoft Access. They will customize forms and reports, create macros, Pivot Tables/Charts, integrate with other applications, secure databases, and write SQL statements. Students learn to group and perform summary calculations in reports. They will create main forms and sub-forms, as well as create reports and sub-reports. They will learn to import and export data between Access, Excel, and Word. It is highly recommended that you take CA 060D or its equivalent before taking this class.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute and completion of CA 060D are strongly recommended

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 070D Microsoft PowerPoint Level 1 1 Unit**

Students will learn the basic features of Microsoft PowerPoint including creating new presentations, formatting, enhancing presentations with animation, video, tables, and charts. Students will also learn to create templates, review, publish, compare, combine, and protect presentations. It is highly recommended that you take CA 100D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute  
Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 075D Microsoft PowerPoint Level 2 1 Unit**

Students will use advanced features of Microsoft PowerPoint. They will apply advanced graphic techniques, insert and embed audio and video, and use tables and pie charts. They will also learn about publishing presentations in other formats. It is highly recommended that you take CA 070D or its equivalent before taking this class. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute and completion of CA 070D are strongly recommended

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 080D Microsoft Outlook 1 Unit**

Students will learn the features of Microsoft Outlook. Students will learn features of Microsoft Outlook. They will acquire skills to create and manage email, calendars, scheduling of appointments, as well as contacts, tasks and notes. This is a self-paced course.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L  
Recommended: Basic touch keyboarding skill of 25 net words a minute  
Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 090 Microsoft Project 2 Units**

Students will learn about Microsoft Project as a critical tool for project management planning, tracking, decision-support, and project office support. The course content is process-centric, not feature-focused. This enables students to quickly and effectively apply the tool to their specific projects. This course presents practical concepts and techniques for using a commonly available, but often-misused, management tool. No software programming experience is required.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L

Recommended: Touch-keyboarding of 25 wpm.

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 100D Microsoft Office 3 Units**

Students will gain practical hands-on experience in creating business documents using the current version of Microsoft Office applications. Students will learn to create, format and integrate Word and Excel documents, Access databases and PowerPoint presentations. Recommended course to take before attempting the Word, Excel, Access, and PowerPoint Level 1 or Level 2 courses.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 138 Work Experience 1-8 Units**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: Yes Grading: O  
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 150 Project Management 1: Foundations of Project Management 3 Units**

This course is part of a series ("Google Project Management: Professional Certificate") that prepares students for a role as a project manager. Project managers play a key role in leading, planning and implementing critical projects to help their organizations succeed. This course covers the material in the first 4 topics/units which aligns with the industry certificate Google Project Management Certificate ("Foundations of Project Management"; "Project Initiation: Starting a Successful Project"; "Project Planning: Putting It All Together"; and "Project Execution: Running the Project").

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 151 Project Management 2: Agile Project Management 2 Units**

Students will explore the history, approach, and philosophy of Agile project management, including the Scrum framework. This course is part of a series ("Google Project Management: Professional Certificate") that aims to prepare students for a role as a project manager who plays a key role in leading, planning and implementing critical projects to help their organizations succeed. This course covers the material in the 5th topic/unit ("Agile Project Management") which aligns with the industry certificate Google Project Management Certificate.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 152 Project Management 3: Applying Project Management in the Real World 2 Units**

This course is part of a series ("Google Project Management: Professional Certificate") that prepares students for a role as a project manager. Project managers play a key role in leading, planning and implementing critical projects to help their organizations succeed. This course covers the material in the 5th topic/unit which aligns with the industry certificate Google Project Management Certificate ("Capstone: Applying Project Management in the Real World").

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: None Degree Applicable: AS

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 302 Getting Started with Microsoft Windows 0.5 Units**

Students will learn about current version of Microsoft Windows to acquire fundamental computer skills such as managing libraries, folders, files, and using search including advanced file management, advanced searching, personalizing Windows environment, using Windows media player, and exploring world wide web with internet explorer.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
Open Curriculum: No prerequisite, corequisite or levels

Transfer Status: None Degree Applicable: NAA

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 303 Getting Started With Microsoft Word 0.5 Units**

Students will learn fundamental Microsoft Word processing skills in this open entry/open exit lab. Skills include creating letters, memos, business reports, flyers, and newsletters. In addition students will also learn how to mail merge documents.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
Open Curriculum: No prerequisite, corequisite or levels

Transfer Status: None Degree Applicable: NAA

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 304 Getting Started with Microsoft Excel 0.5 Units**

Students will study fundamental Microsoft Excel skills in this self-paced open entry/open exit lab. Course topics include how to use spreadsheets to display information, calculate formulas, and replicate formulas.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
Open Curriculum: No prerequisite, corequisite or levels

Transfer Status: None Degree Applicable: NAA

For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 305 Getting Started with Microsoft PowerPoint 0.5 Units**

Students will learn the fundamentals of making Microsoft PowerPoint presentations in this open entry/open exit lab. Skills include formatting a presentation, enhancing presentations with graphics, and presenting data using tables, chart, and animation.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
Open Curriculum: No prerequisite, corequisite or levels  
Transfer Status: None Degree Applicable: NAA  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 306 Getting Started with the Internet 0.5 Units**

Students are introduced to the fundamentals of the internet for personal and business use and will learn how to browse web, search the Web, and communicate online.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K  
Open Curriculum: No prerequisite, corequisite or levels  
Transfer Status: None Degree Applicable: NAA  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 500 Getting Started With Macintosh MacOs 0 Units**

Students will acquire computer skills of the Macintosh Operating System (macOS/OS X). They will learn skills to manage libraries, folders, files, and use search. They will be able to personalize the Macintosh computer environment, install software, and use the Macintosh built-in software.

Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 540 Microsoft Word Level 1 0 Units**

Students will learn the basics of Microsoft Word including: creating documents; using tables and templates to create resumes and cover letters; creating research papers, newsletters, and merged mailing labels. In addition, students will learn how to use styles, create multilevel lists and charts, and table features. Lab and Lecture cover the same material – in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 545 Microsoft Word Level 2 0 Units**

Students will learn the advanced features of Microsoft Word including: building documents from reusable content, using markup tools, creating web content, using advanced editing tools, and creating mass mailings. Students also learn about creating standardized forms, managing documents, integrating MS Word with MS PowerPoint, and modifying document components. Lab and Lecture cover the same material – in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Recommended: Completion of CA 040D, 540, 100D, CIS 041, or equivalent.  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 550 Microsoft Excel Level 1 0 Units**

Students will learn the basic features of Excel to create charts, work with built in mathematical functions, create tables, and manage large worksheets. Students will apply themes and conditional formatting to modify the style of the worksheet as well as save files under different formats. Students will create excel databases as well as sort and filter data. Lab and Lecture cover the same material – in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 555 Microsoft Excel Level 2 0 Units**

Students will use the advanced features of Microsoft Excel to create Pivot Table and Pivot Chart reports, audit worksheets, analyze and summarize data, create macros, and work with visual basic for applications. Students will also import data from other applications, use database statistics, manage workgroup collaboration, and prepare a workbook for final distribution. Lab and Lecture cover the same material – in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Recommended: Completion of CA 050D, 550, 100D, or CIS 041 is strongly recommended.  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 560 Microsoft Access Level 1 0 Units**

Students use the basic features of Microsoft Access to design databases. They will create database objects such as tables, queries, forms, and reports. Students will import and export data. Lab and Lecture cover the same material – in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 6.67 Lab Hours: 10 Repeatable: Yes Grading: N  
Advisory Level: Read: 3 Write: 3 Math: 3  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 565 Microsoft Access Level 2 0 Units**

Students will use advanced features of Microsoft Access. They will customize forms and reports, create macros, Pivot Tables/Charts, integrate with other applications, secure databases, and write SQL statements. Students learn to group and perform summary calculations in reports. They will create main forms and sub-forms, as well as create reports and sub-reports. They will learn to import and export data between Access, Excel, and Word. Lab and Lecture cover the same material -- in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Recommended: Completion CA 060D or CA 560 is strongly recommended.

Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 570 Microsoft PowerPoint Level 1 0 Units**

Students will learn the basic features of Microsoft PowerPoint including creating new presentations, formatting, enhancing presentations with animation, video, tables, and charts. Students will also learn to create templates, review, publish, compare, combine, and protect presentations. Lab and Lecture cover the same material -- in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 575 Microsoft PowerPoint Level 2 0 Units**

Students will learn the basic features of Microsoft PowerPoint including creating new presentations, formatting, enhancing presentations with animation, video, tables, and charts. Students will also learn to create templates, review, publish, compare, combine, and protect presentations. Lab and Lecture cover the same material -- in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Recommended: Previous completion of CA 070 or CA 570 or CIS 041.  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.

**CA 580 Microsoft Outlook 0 Units**

Students will learn the features of Microsoft Outlook. They will acquire skills to create and manage email, calendars, scheduling of appointments, as well as contacts, tasks and notes. Lab and Lecture cover the same material -- in the lecture, instructors demonstrate the material to the students. In the Lab, students demonstrate mastery of the topics covered.

Lecture Hours: 1 Lab Hours: 2 Repeatable: Yes Grading: N  
Transfer Status: None Degree Applicable: NC  
For General Education (GE) information, please refer to assist.org (<https://assist.org>) or consult a counselor.