

COMPUTER APPLICATIONS (CA)

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

CA 015A Business Documents 2 Units

Students will create effective business documents such as letters, memos, tables, and reports. Students will increase mastery of touch-keyboarding and advanced proofreading skills.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: Touch keyboarding speed of 25 net words per minute.

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

Transfer Status: None Degree Applicable: AS

CSU GE: None IGETC: None District GE: None

CA 020D Microsoft Windows 1 Unit

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. They will also learn about using Windows live essentials, Windows media center, backing up computer, setting up home network, maintaining computer and optimizing its performance, monitoring and tracking system performance, controlling computer security, and troubleshooting computer.

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

CSU GE: None IGETC: None District GE: None

CA 030A Internet for Beginners 1 Unit

Students are introduced to the fundamentals of the internet for personal and business use. Students will learn how to search the web and communicate online. They will also learn how to get more out of internet and understand internet technologies and security. Topics will include how to access special-interest websites, downloading and file-sharing, and online security.

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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
CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None

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

CSU GE: None IGETC: None District GE: None