

# Computer Personal Computer App (CPCA)

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## Courses

### **CPCA 105 Introduction to Personal Computers: Windows (1 Hour)**

This introductory course is designed to give the beginning computer user an overview of the personal computer. The student will gain confidence in basic computing skills and concepts through a hands-on approach. Topics include an introduction to computer terminology, hardware, system software, application software, e-mail, and the Internet. 1 hr. lecture /wk.

### **CPCA 106 Introduction to Personal Computers: Macintosh (1 Hour)**

This introductory course is designed to give the beginning computer user an overview of the Macintosh personal computer. The student will gain confidence in basic computer skills and concepts through a hands-on approach while becoming familiar with a Macintosh computer and its primary uses. Topics include computer software, hardware and terminology; as well as an introduction to the Macintosh operating system, word processing, drawing, spreadsheets and database management. 1 hr. lecture/wk.

### **CPCA 108 Word Processing I: MS Word\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CIS 124 or CPCA 128 or appropriate score on a waiver test

This course provides an introduction to the concepts and real-world applications of microcomputer word processing software. Foundational word processing competencies, including creating, saving, printing and editing word processing files; searching and replacing text; creating headers and footers; inserting and resizing graphic images; setting up tables; creating and applying styles, and creating mail merge letters, will be covered. Students will also create multiple-page reports and incorporate desktop publishing concepts and features. 1 hr. lecture/wk.

### **CPCA 109 Google Apps\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CIS 124 or CPCA 128 or appropriate score on a waiver test

This course provides an introduction to the concepts and real-world applications of Google Apps services and applications. Students will explore the most popular Google Apps on the market today, including Google Email, Google Calendar, Google Talk, Google Docs, Google Sites and Google Start Page. Hands-on, practical projects will be performed to reinforce the concepts taught. 1hr. lecture/wk.

### **CPCA 110 Spreadsheets I: MS Excel\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CIS 124 or CPCA 128 or appropriate score on a waiver test

Students will learn concepts and uses of spreadsheet software on the personal computer. Business decision-making worksheet models will be created and modified by entering labels, functions and formulas. Various formatting techniques will be applied to enhance the appearance of printed worksheets. Students will also learn to display the worksheet data graphically with the charting capabilities of the software. 1 hr. lecture/wk.

### **CPCA 111 Spreadsheets II: MS Excel\* (1 Hour)**

**Prerequisites:** CPCA 110 or CPCA 128

This course is a continuation of CPCA 110, Spreadsheets on the Microcomputer I, and will provide the student with intermediate level of spreadsheet concepts. Using typical business scenarios, the student will perform manual and automated "what-if" analyses, manage data in worksheets with tables and database functions, and use multiple worksheets to build consolidated statements. Basic macros will be introduced. 1 hr. lecture/wk.

### **CPCA 114 Databases I: MS Access\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or CS 134 or an appropriate score on a waiver test

This course provides an introduction to the concepts and real-world applications of microcomputer relational database software. Foundational database competencies, including building tables, defining fields, relating tables, entering and editing data, filtering and sorting will be covered. Students will query the database to select, calculate and summarize information. Students will build and customize forms and reports. 1 hr. lecture/wk.

### **CPCA 115 Databases II: MS Access\* (2 Hours)**

**Prerequisites or corequisites:** CPCA 114

Upon completion of this course, the student should be able to design and define a relational database, create custom forms and reports for data entry, and build supporting queries. The student should be able to transfer data into and out of the database from various file formats, and manipulate data with introductory macro and programming skills. 2 hrs. lecture/wk.

### **CPCA 117 Databases III: MS Access\* (1 Hour)**

**Prerequisites or corequisites:** CPCA 115

Upon successful completion of this course, the student should be able to analyze an existing database that is not working properly and apply techniques to convert it into an effective relational database. A case study emphasis will cover different database design and documentation issues. Topics covered include relational database design, using action queries to normalize data and building a user interface. Students will also build complex forms and reports incorporating Visual Basic for Applications (VBA) programming code. 1 hr. lecture /wk.

**CPCA 118 Groupware: Outlook\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or an appropriate score on a waiver test

This course provides an introduction to the concepts and applications of today's robust email systems. Students will use the application to compose, send and receive e-mail; post and organize discussion messages; manage calendars, appointments, tasks, to-do lists; use contact management features; and work with instant messaging. 1 hr. lecture/wk.

**CPCA 120 Computer User Support Skills\* (3 Hours)**

**Prerequisites or corequisites:** CPCA 105 or an appropriate score on a waiver test

Upon successful completion of this course, students should understand key information and skills for user support professionals, including troubleshooting and problem solving, successful verbal and written communication with users, determining a client's specific needs and training end users. 3 hr. lecture/wk.

**CPCA 121 Introduction to Project Management\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or an appropriate score on a waiver test

Upon completion of this course, the student should be able to effectively manage projects using project management software. Students will learn about project management goals and terminology, create a project schedule and use project management methodologies and tools such as the Gantt chart, critical path method (CPM) and program evaluation review technique (PERT) chart to update a project and communicate project progress to others. Students will use other project management techniques such as applying resources, leveling overallocations, evaluating constraints and analyzing planned versus projected schedule and budget variables. 1 hr. lecture/wk.

**CPCA 122 Assistive Technology (1 Hour)**

This introductory course is designed to give the student with or without disabilities an overview of the personal and the adaptive hardware and software available. The student will gain confidence in basic computer skills and concepts through a hands-on approach while becoming familiar with the adaptive software and hardware available on the campus. 1 hr. lecture/wk.

**CPCA 123 E-Presentation: MS PowerPoint\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CIS 124 or CPCA 128 or an appropriate score on a waiver test

Upon completion of this course, students should be able to organize and produce an effective on-computer or slide-generated presentation, complete with printed speaker notes and handouts plus overhead transparencies, using the basic features of a presentation graphics program. Students will use master pages, template files, text formatting, color schemes, various drawing tools, the automated outline feature and animation dissolve sequence and incorporate photographs. 1 hr. lecture/wk.

**CPCA 125 Word Processing II: MS Word\* (1 Hour)**

**Prerequisites:** CPCA 108

This is a continuation of CPCA 108, Word Processing on Micros I. After completing this course students should be able to use advanced concepts and applications of word processing software. The applications will include working with templates, creating and modifying styles, customizing themes, creating a table of contents, using mail merge, linking and embedding objects, creating web pages, creating and editing macros, and customizing Word and automating parts of a document.. 1 hr. lecture/wk.

**CPCA 128 PC Applications: MS Office (3 Hours)**

Upon successful completion of this course, students will demonstrate an in-depth proficiency with word processing, spreadsheet, database and presentation graphics applications. Students will use a current operating system to manage windows and applications, and create and organize files and folders. Students will conduct research on the Internet and apply information in secure documents using ethical and social standards of conduct. Hands-on, practical projects will be performed to reinforce the concepts taught. 3 hrs. lecture/wk.

**CPCA 134 Managing Your Macintosh\* (1 Hour)**

**Prerequisites:** CPCA 106 or an appropriate score on an assessment test. Course offered in spring only

In this career-related course, students will be introduced through lecture material and hands-on practical projects to the essential concepts of file organization, utility software installation and use, font management and backup techniques. 1 hr. lecture/wk.

**CPCA 138 Windows for Microcomputers\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or an appropriate score on an assessment test

At the completion of this course, the student will be able to discuss the components of the Windows desktop, use the Windows Help system, create and organize a folder system on a disk, perform file management commands, customize the Windows desktop environment, use the Search tool to locate files and folders, and perform file backup and disk maintenance procedures. The student will also be able to use performance monitoring tools, add hardware and software to the system, and use basic MS DOS directory and file management commands. 1 hr. lecture/wk.

**CPCA 139 UNIX\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or assessment test

This course will introduce students to the major commands of the Unix operating system. E-mail, the VI editor and Telnet will be covered. Basic file and disk management projects will be completed in this course. 1 hr. lecture/wk.

**CPCA 141 Internet I\* (1 Hour)**

**Prerequisites:** CPCA 105 or CPCA 106 or CPCA 128 or CIS 124 or appropriate score on an assessment test

This course will introduce the student to the commands and techniques required to effectively access the resources of the Internet. Students will use Windows applications to browse the Internet, locate and retrieve information and send and receive electronic mail and address security issues on the internet. 1 hr. lecture/wk.

**CPCA 151 Internet II\* (1 Hour)**

**Prerequisites:** CPCA 141 or an appropriate score on an assessment test

This course will cover the commands and techniques required to effectively use various Internet application tools. The student will also use Windows and non-Windows applications to locate information, download and upload files, and create a Web page. Additionally the course will cover basic LINUX commands and publish a Web page to a Web server. 1 hr. lecture/wk.

**CPCA 161 Introduction to Web Pages using HTML\* (1 Hour)**

**Prerequisites:** CPCA 151 or an appropriate score on an assessment test

This course will cover the commands and techniques required to create and publish World Wide Web pages using HyperText Markup Language. Topics covered will include basic text layout, background colors, formatting, ordered and unordered lists, tables, frames that include graphic images in a page and linking to other Web pages. 1 hr. lecture/wk.

**CPCA 291 Independent Study\* (1-7 Hour)**

**Prerequisites:** 2.0 GPA minimum and department approval

Independent study is a directed, structured learning experience offered as an extension of the regular curriculum. It is intended to allow individual students to broaden their comprehension of the principles of and competencies associated with the discipline or program. Its purpose is to supplement existing courses with individualized, in-depth learning experiences. Such learning experiences may be undertaken independent of the traditional classroom setting, but will be appropriately directed and supervised by regular instructional staff. Total contact hours vary based on the learning experience.

**CPCA 292 Special Topics:\* (1-3 Hour)**

**Prerequisites:** Departmental approval

This course periodically presents specialized topics in Personal Computer Applications that are not available in the regularly offered curriculum. Special Topics may be repeated for credit, but only on different topics.