

# Computer Personal Computer App (CPCA)

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## Courses

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

This course is designed to give the student an overview of essential personal computer concepts and skills. Current topics include computer terminology, hardware components, system software, application software, file management, email and the internet. Hands-on, real-world projects will be performed to reinforce the concepts taught. 1 hr. lecture /wk.

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

This course is designed to give the student an overview of essential Macintosh (Mac) computer concepts and skills. Current topics include computer terminology, hardware components, operating system software, application software, file management, email and the internet. Hands-on, real-world projects will be performed to reinforce the concepts taught. 1 hr. lecture/wk.

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

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

Upon successful completion of this course, students will demonstrate proficiency with word processing software on a personal computer. Foundational word processing competencies, including creating, saving and editing documents; inserting and resizing graphic images; creating and applying styles and themes; creating headers and footers; and setting up tables will be covered. Students will also create multipage reports and incorporate desktop publishing concepts and features.

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

**Prerequisites or corequisites:** 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 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 Contacts, Google Calendar, Google Docs, Google Drive and Google Sites. Hands-on, practical projects will be performed to reinforce the concepts taught.

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

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

Upon successful completion of this course, students will demonstrate proficiency with 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.

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

**Prerequisites or corequisites:** CPCA 110 or CPCA 128.

This course is a continuation of CPCA 110, Spreadsheets I: MS Excel, 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.

### **CPCA 113 Spreadsheets I, II & III: MS Excel\* (3 Hours)**

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

Upon successful completion of this course, students will demonstrate advanced proficiency with spreadsheet software on the personal computer. Business decision-making worksheet models will be created and modified by entering labels, functions and formulas. Additionally, students will perform manual and automated what-if analyses, manage data in worksheets with tables and database functions, create and edit charts and use multiple worksheets to build consolidated statements. Macros, advanced formulas and data intelligence tools will be covered.

### **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.

### **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.

### **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.

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

**Prerequisites or corequisites:** 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, open and reply to email; organize email; manage calendars; use contact management features; and work with tasks.

**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.

**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.

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

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

Upon successful completion of this course, students will demonstrate proficiency with presentation software on a personal computer. Foundational presentation competencies, including planning, creating and editing a presentation; inserting graphics and objects; creating speaker notes; creating and formatting tables; applying transitions and animations; formatting custom shapes; and creating a self-running presentation, will be covered.

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

**Prerequisites or corequisites:** CPCA 108 or CPCA 128.

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

**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.

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

**Prerequisites :** CPCA 106 or an appropriate score on a waiver test.

In this career-related course, students will be introduced to essential Macintosh (Mac) computer concepts and skills. Topics include the operating system (OS) tools; third-party utility software installation and use; backup applications and usage techniques; and font management. Hands-on, practical projects will be performed to reinforce the concepts taught.

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

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

This course is designed to give the student an overview of the Windows Operating System. Topics include personalizing the work environment; advanced personalization and customization techniques; advanced search techniques; managing digital media; and managing networks, security and utilities. Hands-on, real-world projects will be performed to reinforce the concepts taught.

**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.

**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.

**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.

**CPCA 228 PC Applications II: MS Office\* (3 Hours)**

**Prerequisites** : CPCA 128 or (CPCA 108 and CPCA 110 and CPCA 114).

This course builds on the skills covered in CPCA 128, PC Applications: MS Office. After completing this course students should be able to use advanced concepts and applications of word processing, spreadsheet and database software. Hands-on practical projects will be performed to reinforce the concepts taught.

**CPCA 290 Computer Support Specialist Internship\* (2 Hours)**

**Prerequisites** : Department approval.

Students will work in an approved training situation under instructional supervision. The internship is designed to give the student the opportunity to use the knowledge and skills acquired in the Computer Support Specialist program. An average of 40-60 onsite hours will be required along with class assignments for a total of 90 hrs./semester.

**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** : Department 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.