

COMPUTER SOFTWARE APPLICATIONS (CSA)

CSA 1110 Introduction to Software Applications (3 Credits)

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills to introduce students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software applications suite (Word, Excel, PowerPoint, and Access). The computer operating system, file management operations, computer concepts, and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in academic and workplace settings, enhance their computer skills, and be able to critically apply these skills.

Previous: Legacy Equivalent(s): CSA*105

CSA 1111 Spreadsheet Applications (3 Credits)

This course will enable student to achieve an expert competency in creating, managing, and distributing professional spreadsheets. Upon completion students will be prepared for industry expert level certification.

Previous: Legacy Equivalent(s): CSA*135

CSA 2112 Database Applications (3 Credits)

This course will introduce the student to the concept of a database management system and its integral role in today's workplace. Students will gain hands-on experience creating and relating tables, entering and editing data, working with and customizing forms, creating and using queries, and creating and customizing printed reports using database software. Upon completion students will be prepared for industry expert level certification.

Previous: Legacy Equivalent(s): CSA* 140, CSA* 145

CSA 2113 Advanced Applications (3 Credits)

This course focuses on the intermediate level skills of Microsoft Office applications. Students go beyond an introductory level with documents, spreadsheets, databases, and presentations. Suitable for professional purposes as well as personal use. An exercise-oriented approach will be utilized that allows learning by doing.

Prerequisites: CIS 1001 or CSA 1110

Previous: Legacy Equivalent(s): CSA*205