

COMPUTER APPLICATIONS (CAPP)

CAPP-122 Using Microsoft Excel**3 Units (LEC 48-54)**

This course focuses on the functions and capabilities of Excel with emphasis on using Excel to solve business problems. This course will prepare students for the Microsoft Office User Specialist (MOUS/MOS) Expert-Level Exam in Excel.

Transfers to CSU only**CAPP-523 Using Microsoft Access - Level 1 (formerly CAPP-123)****3 Units (LEC 48-54)**

This course introduces the functions and capabilities of the Microsoft Access database application. Fundamental database design concepts will be presented, and students will build database applications that include tables, forms, queries and reports. This course will prepare the student to take the Microsoft Office Specialist (MOS) exam. (formerly CAPP-123)

Transfers to CSU only