

# CAPP - Computer Applications

## **CAPP 120 Introduction to Computers: 3 Credits (3 Lec)**

Computer hardware and software concepts as they apply to all computers. Exposure to software packages such as Windows, word processors, spreadsheets, and Internet applications. Laboratory projects reflect practical usage in resolving real world problems/situations. -.

## **CAPP 156 Microsoft Excel: 3 Credits (3 Lec)**

For Gallatin College students only. Introduces business applications using spreadsheets. Emphasis placed on the essential functions of spreadsheet operation, as well as an introduction to some advanced spreadsheet features such as lookup functions and list management. Covers expert level skills for the Microsoft Certified Application Specialist (MCAS) certification in Microsoft Excel.