COMPUTER APPLICATIONS (CAPP)

CAPP 091 - Special Topics. 1-6 Credits.
Offered intermittently. Offered at Missoula College. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics. Credit does not count toward an Associate of Arts, Associate of Applied Science, or Baccalaureate degree.

CAPP 120 - Introduction to Computers. 3 Credits.
Offered autumn and spring. Offered at Missoula College. Introduction to computer terminology, hardware, and software, including wire/wireless communications and multimedia devices. Students utilize word processing, spreadsheet, database, and presentation applications to create projects common to business and industry in a networked computing environment. Internet research, email usage, and keyboarding proficiency are integrated.

CAPP 154 - MS Word. 3 Credits.
Offered autumn and spring. Offered at Missoula College. Preparation of business forms, correspondence, mail merges, columnar projects, and reports using up-to-date software. Business related application projects, graphics, and printer operation are included.

CAPP 156 - MS Excel. 3 Credits.
Offered autumn and spring. Offered at Missoula College. Prereq., CAPP 120. Emphasis on the use of the spreadsheet, graphics, and databases to solve quantitative business problems. Includes projects relating to data and graphs/charts.

CAPP 171 - Communicating via Computers. 3 Credits.
Offered intermittently. Prereq., previous computer experience or consent of instr. The use of the computer for information presentation and communication; emphasis placed on the use of electronic resources for the access, management, and presentation of information. Students taking CS classes with computer programming components should expect to use additional computer lab time outside of class.

CAPP 254 - Advanced MS Word. 3 Credits.
Offered spring. Offered at Missoula College. Prereq., CAPP 154 or consent of instructor. Analysis of the concepts of advanced work processing document production underlying mastery of the software. Business-related application projects utilizing critical thinking are included. A speed and timing component to increase skills essential for employment will be a portion of this course.

CAPP 292 - Independent Study. 1-6 Credits.
Offered at Missoula College. Course material appropriate to the needs and objectives of the individual student.