

Memo to Advising Community

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The Computer Application Systems and Web Technologies (CAWT) program ended in the spring term 2021.

Marta Hoenig and I have compiled a list of computer classes that are similar to some of the CAS classes. We have also added resources you can share with students, who need classes in beginning computer skills.

CAS 133 - Microsoft Office - equivalent class

Starting in the Fall of 2021, **Computer Information Systems (CIS) 120** will become a digital literacy class that will be very similar to CAS 133. It will cover Microsoft office (MS Word, Excel, PowerPoint and Access) as well as other computer literacy skills. This class will also be a prerequisite for BA 216, Data Analytics, which will be replacing CAS 170 (beginning Excel) and CAS 171 (intermediate Excel).

CAS 170 and CAS 171 - beginning and intermediate Microsoft Excel - equivalent class

Starting in the Fall of 2021, the Business department will offer a class to replace Beginning and Intermediate Excel, CAS 170 / 171. This class will be **BA 216A - Data Analytics with Excel- 4 credits**. As noted above, CIS 120 will be a prerequisite class. Students may request a prereq override from the BA 216A instructor if they have demonstrated prior experience in Excel.

CAS 216 - beginning Microsoft Word - equivalent class

Starting in the Fall of 2021, the business department will offer a class to replace CAS 216 - beginning word. This class will be **BA 116 - Microsoft Word for Workplace - 4 credits**.

CAS 109 -beginning Microsoft PowerPoint - equivalent class

The Management Supervisory and Development department offers a class in Microsoft PowerPoint: **MSD 194 - Effective Presentation Skills using PowerPoint - 2 credits**.

PCC Non-credit classes in Microsoft Office

PCC offers a number of online community education classes in Microsoft Office skills through ed2go: <https://www.ed2go.com/portlandcc/>

We also compiled a list of free online resources to learn basic computer skills as well as Microsoft Office:

GCF Global: <https://edu.gcfglobal.org/en/topics/computers/>

GCF Global also has a spanish translated version of the same website at this link: <https://edu.gcfglobal.org/es/informatica-basica/>

Anyone with an Oregon public library card can also access free tutorials in computer basics through the **Oregon State Library** system. Here's the link from the Washington County Library system: <https://www.wccls.org/research/learningexpress-library>

Worksource of Oregon is also offering their basic computer training remotely: <https://www2.worksourceportlandmetro.org/TrainingEducation.aspx>