

CAS Computer Applications Software

CAS 105 Word Processing Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular word processing package. Includes editing, formatting, creating tables and outlines and merging data.

CAS 115 Spreadsheet Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular spreadsheet package. Includes creating, editing and formatting worksheets; working with formulas, functions and charts.

CAS 125 Database Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular database package. Includes creating databases, tables and table relationships, maintaining and querying databases, and creating forms and reports.

CAS 135 Presentation Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular business presentation package. Includes editing, formatting, themes, slide masters and presentation effects.

CAS 160 Introduction to Business Software Packages (2-2) 3 crs.

Provides an opportunity to become proficient in the use of currently popular software packages or suites. Includes word processing, spreadsheets, databases, presentation software and the integration of these applications.

CAS 205 Advanced Word Processing Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular advanced word processing package. Includes document sharing, advanced content formatting, references, mail merge, forms and macros.

Prerequisite: CAS 105 or CAS 160 with a grade of C or better.

CAS 215 Advanced Spreadsheet Software (0.5-1) 1 cr.

Provides an opportunity to become proficient in the use of a currently popular advanced spreadsheet package. Includes workbook sharing, advanced content formatting, data importing, filtering, charting, pivot tables, forms and macros.

Prerequisite: CAS 115 or CAS 160 with a grade of C or better.

CAS 265 Advanced Business Software Packages (2-2) 3 crs.

Provides an opportunity to become proficient in advanced features of currently popular software packages or suites. Includes word processing, spreadsheets, databases, presentation software, and the integration of these applications.

Prerequisite: CAS 160 with a grade of C or better.

CAS 290 Office Assistant Capstone (1-2) 2 crs.

Provides students the opportunity to integrate skills introduced in preceding CAS courses, through multi-task projects and case studies reflective of the current business office environment. Also provides a foundation for business office skills including time and workload management, records management, interpersonal skills, communication skills and leadership.

Prerequisite: CAS 125 and CAS 135 with grades of C or better AND CAS 205 and CAS 215 with grades of C or better or concurrent enrollment.