

## 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.