

COMPUTER APPLICATIONS FOR BUSINESS A.A.S.

60 Semester Credit Hours: Curriculum: 0301

Note: Refer to IAI General Education Courses page for guidelines on General Education course selection.

Code	Title	Hours
General Education Requirements		
<i>Area A — Communications</i>		
EGL 101	Composition I	3
Select one of the following: 3		
EGL 102	Composition II	
EGL 111	Introduction to Business and Technical Writing (recommended)	
EGL 212	Technical Writing Applications	
SPE 103	Effective Speech	
<i>Area B — Mathematics</i>		
Select one course from Area B (Mathematics) or Area C (Science)		0-3
MAT 111	Business and Consumer Mathematics (recommended)	
<i>Area C — Science</i>		
Select one course from Area B (Mathematics) or Area C (Science)		0-3
<i>Area D — Social and Behavioral Sciences</i>		
One course from a social or behavioral science discipline		3
<i>Area E — Humanities/Fine Arts</i>		
One course from a humanities or fine arts discipline		3
<i>Area F — Global Studies</i> ¹		
One course that satisfies Global Studies requirement		0-3
<i>Area G — U.S. Diversity Studies</i> ²		
One course that satisfies U.S. Diversity Studies requirement		0-3
Other General Education credits: Select additional credits from Areas B, C, D, E, F or G if needed to meet 18-credit-hour minimum		
Total Hours		18

¹ Students may take a Global Studies course that satisfies both Area F and another Area requirement.

² Students may take a U.S. Diversity course that satisfies both Area G and another Area requirement.

Code	Title	Hours
Major Requirements		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 160	Desktop Publishing Concepts and Procedures	1
CAB 180	Administrative Office Management and Professional Development	3
CAB 182	Introduction to Business Telecommunications	4
CAB 184	Communication Strategies	3
CAB 251	Computer Applications for Business Internship	3
CIS 131	Web Page Development	4
Select three credit hours from courses in BUS, MGT, or MKT		
BUS 101	Introduction to Business (recommended)	3

Major Requirements for both tracks	24
Select courses to total 18 semester credit hours from one of the two following tracks:	18
Total Hours	42

Code	Title	Hours
<i>Creative Software Track</i>		
Select 18 credit hours from the following:		18
CAB 132	Adobe Acrobat PDF	
CAB 165	Adobe InDesign	
CAB 172	Adobe Photoshop	
CAB 175	Adobe Illustrator	
CAB 281	Advanced Techniques Using Creative Software	
CIS 152	Web Development Tools	
CIS 171	Advanced Web Page Development	
EGL 212	Technical Writing Applications	
ACC, ART, BUS, CAB, CIS, CNS, GRD, MGT, or MKT electives		
Total Hours		18

Code	Title	Hours
<i>Office Technology Track</i>		
Select 18 credit hours from the following:		18
CAB 104	Skill Building and Formatting	
CAB 106	Keyboarding Speed and Accuracy Development	
CAB 130	Presentation Software Using PowerPoint	
CAB 135	Electronic Spreadsheets Using Excel	
CAB 140	Database Application Using Access	
CAB 225	Advanced Word Processing and Publishing	
CAB 235	Advanced Spreadsheets Using Excel	
EGL 212	Technical Writing Applications	
ACC, BUS, CAB, CIS, CNS, MGT, or MKT electives		
Total Hours		18

Program Learning Outcomes

1. Define computer information technology vocabulary, concepts, and skills.
2. Use the computer, communication skills, and related information technology to achieve business objectives.
3. Demonstrate competence with a wide variety of electronic tools.
4. Demonstrate competence in communicating information effectively both in writing and orally
5. Communicate, and if necessary, interpret technical tasks to non-technical personnel
6. Demonstrate the ability to effectively prioritize, plan, and organize resources for task completion
7. Recognize the social and ethical issues which face users of computer information technology and behave appropriately
8. Define and solve problems individually and with groups, using a variety of resources and methods, including technology and communicate findings effectively in writing and in speech.

Computer Applications for Business Pathway

The following Pathway is recommended for students pursuing an Associate in Applied Science degree in Computer Applications for Business. For more information or program specific advising contact the program coordinator. **General Education courses should be selected from the list of IAI General Education Courses.**

Course	Title	Hours
First Year		
Semester One		
CAB 110	Windows Fundamentals	1
CAB 160	Desktop Publishing Concepts and Procedures	1
EGL 101	Composition I	3
Select one of the following:		4
MAT 111	Business and Consumer Mathematics	
MAT 125	General Education Mathematics	
MAT 131	Elementary Statistics	
Select seven credit hours from Creative Software Track or Office Technology Track listed on degree requirements page (see Overview Tab)		7
Hours		16
Semester Two		
CAB 125	Word Processing Using Word	2
CIS 131	Web Page Development	4
Select one of the following:		3
EGL 102	Composition II	
EGL 111	Introduction to Business and Technical Writing	
EGL 212	Technical Writing Applications	
SPE 103	Effective Speech	
Select one of the following:		4
MAT 111	Business and Consumer Mathematics	
MAT 125	General Education Mathematics	
MAT 131	Elementary Statistics	
Select two to three credit hours from Creative Software Track or Office Technology Track listed on degree requirements page (see Overview Tab)		2-3
Hours		15-16
Second Year		
Semester One		
CAB 180	Administrative Office Management and Professional Development	3
CAB 182	Introduction to Business Telecommunications	4
Select one of the following:		3
SOC 101	Introduction to Sociology ¹	
SOC 103	Social Problems ²	
SSC 105	Introduction to Ethnic Studies ¹	
Select five credit hours from Creative Software Track or Office Technology Track listed on degree requirements page (see Overview Tab)		5
Hours		15
Semester Two		
CAB 184	Communication Strategies	3
CAB 251	Computer Applications for Business Internship	3
Select one of the following:		3
HUM 210	World Mythologies ³	
PHL 205	World Religions ³	
PHL 215	Asian Philosophy ³	
Select one of the following:		3
BUS 101	Introduction to Business	
MGT 101	Fundamentals of Supervision	
MKT 131	Principles of Marketing	

Select three to four credit hours from **Creative Software Track** or **Office Technology Track** listed on degree requirements page (see Overview Tab)

3-4

Hours	15-16
Total Hours	61-63

- 1 Course fulfills the U.S. Diversity Requirement. At least one U.S. Diversity course is required for degree completion.
- 2 Course fulfills both, the Global Studies and U.S. Diversity Requirements.
- 3 Course fulfills the Global Studies Requirement. At least one Global Studies course is required for degree completion.

Note: Pathway is a recommended sequence of courses. Part-time students should contact the program coordinator to discuss a part-time pathway as well as course prerequisites and recommendations.