

CAB - COMPUTER APPLICATIONS FOR BUSINESS

CAB 102 1 credit hours (lecture: 1 | lab: 1)

Basic Keyboarding

This course allows the beginning student to master proper keyboarding techniques and develop minimum 18 words per minute speed and accuracy.

Delivery mode: Face-to-Face | Online Fee: \$5

CAB 104 3 credit hours (lecture: 3 | lab: 2)

Skill Building and Formatting

Course provides an interactive and engaging approach for skill building, business document formatting, and improving your speed and accuracy while building a marketable skill set. This course will also focus on the following: document design skills, word processing skills, and communication skills.

Recommended: CAB 125 and keyboarding of 20 wpm.

Delivery mode: Face-to-Face | Online

CAB 106 1 credit hours (lecture: 1 | lab: 1)

Keyboarding Speed and Accuracy Development

This is a course designed to increase your keyboarding speed as well as improve your keyboarding accuracy by diagnosing your weaknesses and prescribing individualized corrective practice.

Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard).

Delivery mode: Face-to-Face | Online Fee: \$5

CAB 110 1 credit hours (lecture: 1 | lab: 1)

Windows Fundamentals

Course presents basic Windows skills necessary to be successful in learning other Windows-based applications. Content includes understanding of Windows environment, hands-on use of both keyboard and mouse to control computer applications, perform file operations efficiently, transfer data between applications, run multiple applications simultaneously, virus check a disk and do simple troubleshooting.

Delivery mode: Face-to-Face | Online Fee: \$5

CAB 125 2 credit hours (lecture: 2 | lab: 1)

Word Processing Using Word

This course offers instruction in the use of Microsoft Word for creating, editing, and formatting a variety of personal and/or business documents. Through instruction and hands-on-application students create professional looking documents.

Recommended: CAB 110 or general knowledge of Windows; and the ability to key 20 wpm or consent of the instructor.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$5

CAB 130 2 credit hours (lecture: 2 | lab: 2)

Presentation Software Using PowerPoint

Course introduces Microsoft PowerPoint program. Content includes in planning, composing and creating complete desktop presentations are creation of slides consisting of words, diagrams, pictures, charts, graphs and other images produced on computer, note pages and audience handout pages. Specialized drawing tools and built-in word processor used to create professional presentations.

Recommended: Hands-on experience using Windows software.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$20

CAB 132 2 credit hours (lecture: 2 | lab: 1)

Adobe Acrobat PDF

Course introduces the Adobe Acrobat program to design and navigate Portable Document Format (PDF) documents. Content includes designing, editing and enhancing PDF documents, adding security, and working with forms.

Recommended: Hands-on computer experience and the use of the computers operating system.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$30

CAB 135 2 credit hours (lecture: 2 | lab: 1)

Electronic Spreadsheets Using Excel

This course offers instruction in the use of Microsoft Excel for planning, designing, and developing Workbooks. It prepares students to use Excel for the development of spreadsheets using simple and complex formulas and functions, charts, and tables. Additionally, students will learn to create and use PivotTables, Pivot-Charts, manage multiple worksheets and workbooks, and utilize what-if analysis.

Recommended: MAT 060 and hands on experience using Windows software.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$10

CAB 140 3 credit hours (lecture: 3 | lab: 1)

Database Application Using Access

Comprehensive course covers the tools used in Microsoft Access to create and maintain relational databases. Content includes database design, creating and modifying tables, queries, forms, and reports. Macros, Visual Basic for Applications, and interface design and development will be introduced.

Recommended: Hands-on experience using one of the Microsoft Office software applications (e.g. MS-Word, MS-Excel) and Windows software

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$10

CAB 150 2 credit hours (lecture: 2 | lab: 1)

Visio Fundamentals

Comprehensive course covering the features and applications of Microsoft Visio. This software creates graphical diagrams to communicate information that supplements text and numbers within business and technical documents.

Prerequisite: Computer experience using software that runs in Microsoft Windows.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$10

CAB 155 3 credit hours (lecture: 3 | lab: 1)

Introduction to Google Suite

Course introduces fundamental concepts of the Google Suite software. Prepare students to use Google Suite software as a marketable skill in a work environment or for personal use. Content includes introduction to basic Google Drive file management and the Google Suite main software applications: Google Docs, Google Sheets, and Google Slides. This will include learning how to maintain synchronization between Google Suite programs and the corresponding Microsoft Office programs. Also learn to manage related Google Suite services, such as Calendar, Forms, and Gmail.

Recommended: Hands-on experience using Windows Software.

Delivery mode: Face-to-Face | Online

CAB 160 1 credit hours (lecture: 1 | lab: 1)

Desktop Publishing Concepts and Procedures

Course introduces the components of desktop publishing as used in the modern office, including hardware, software, graphics, typography and design. Content includes the relationship between concepts and applications. Students will be exposed to Creative Software applications.

Delivery mode: Face-to-Face | Hybrid | Online Fee: \$15

- CAB 165** **3 credit hours (lecture: 3 | lab: 3)**
Adobe InDesign
 Course introduces desktop publishing program to create and format documents, using desktop publishing technology. Content includes hands-on production of quality documents such as newsletters, brochures, and flyers suitable for publication.
Prerequisite: Previous or concurrent enrollment in CAB 160 or consent of instructor.
Recommended: Keyboarding skill 20 wpm, knowledge of, and ability to fully use word processing software.
Delivery mode: Face-to-Face | Hybrid | Online Fee: \$45
- CAB 172** **3 credit hours (lecture: 3 | lab: 3)**
Adobe Photoshop
 Course introduces Adobe Photoshop, image editing program. Content includes producing high-quality digital images and manipulating scanned images, as well as outputting color separations and halftones. Practical exercises with tools to demonstrate capabilities of the Photoshop program.
Prerequisite: Previous or concurrent enrollment in CAB 160 or consent of instructor.
Recommended: Hands-on experience using Windows software.
Delivery mode: Face-to-Face | Hybrid | Online Fee: \$45
- CAB 175** **3 credit hours (lecture: 3 | lab: 3)**
Adobe Illustrator
 Course introduces Adobe Illustrator, industry standard tool for graphic designers and technical illustrators. Content includes various features of object-based drawing application; practical exercises in basics of object manipulation including reflecting, shearing and blending; additional content includes subtleties of layering and Bezier' curves toward creating professional, computer-based illustrations.
Prerequisite: Previous or concurrent enrollment in CAB 160 or consent of instructor.
Recommended: Hands-on experience using Windows software.
Delivery mode: Face-to-Face | Hybrid | Online Fee: \$45
- CAB 180** **3 credit hours (lecture: 3 | lab: 0)**
Administrative Office Management and Professional Development
 Course provides a dynamic and integrated approach to the ever-changing demands and responsibilities of the office professional in today's global job market. It is designed for the student who would like to develop the essential soft skills and hard skills needed in office administration for a wide range of industries and companies. Emphasis is placed on integrating skills using appropriate software applications and developing critical-thinking skills, problem-solving skills, and decision-making skills in real-life applications.
Recommended: Basic computer coursework or comparable work experience.
Delivery mode: Face-to-Face | Hybrid | Online
- CAB 182** **4 credit hours (lecture: 4 | lab: 1)**
Introduction to Business Telecommunications
 Course is an overview of data communication and networks. It covers the development of essential soft skills and hard skills needed to work effectively with network administrators, network installers, and network designers. Emphasis is placed on the basic features, operations, and limitations of different types of computer networks.
Recommended: Hands-on computer experience using software that runs in Windows.
Delivery mode: Face-to-Face | Online
- CAB 184** **3 credit hours (lecture: 3 | lab: 0)**
Communication Strategies
 Course develops strategies for effective communication in business. Content includes skills to plan, organize and develop business correspondence, reports, presentations and visual enhancements; edit and critique business documents; establish oral communication techniques for business situations; conduct meetings; develop dictation skills; create graphics through electronic media; and refine listening techniques.
Prerequisite: EGL 101 or entry-level competency for EGL 101 on placement test.
Delivery mode: Face-to-Face | Online
- CAB 225** **2 credit hours (lecture: 2 | lab: 1)**
Advanced Word Processing and Publishing
 Course reinforces word processing and desktop publishing concepts through instruction and exercises in which students create business-quality documents. Exercises are designed to build proficiency in the desktop publishing features in Word and to develop skills in critical thinking, decision making, and creativity. Based on real-life situations, students plan, design, and evaluate business and personal documents for publication. This course is designed for majors in Computer Applications for Business (CAB) and for those who wish to expand their word processing and desktop publishing skills.
Prerequisite: CAB 125 or consent of instructor.
Delivery mode: Face-to-Face | Online Fee: \$10
- CAB 235** **2 credit hours (lecture: 2 | lab: 1)**
Advanced Spreadsheets Using Excel
 This course is a continuation of Electronic Spreadsheets Using Excel (CAB 135). Students will learn advanced Excel techniques such as developing customized Excel applications including automating tasks with macros, using advanced functions, using advanced filtering techniques, using what-if analysis tools, and connecting to external data.
Prerequisite: CAB 135 or consent of instructor.
Delivery mode: Face-to-Face | Online Fee: \$10
- CAB 251** **3 credit hours (lecture: 2 | lab: 10)**
Computer Applications for Business Internship
 Course consists of direct work experience in a computer applications-related environment at an approved business or industrial firm applying knowledge and skills learned to their daily assigned responsibilities. The student will meet with a Computer Applications for Business instructor who will evaluate their on-the-job technical skills. Arrangements for the work experience will be made in conjunction with the CAB coordinator. In addition, the student will discuss work-related situations with the instructor. Fee Varies.
Prerequisite: Completion of a minimum of 15 credits in CIS, CAB, WWW, or CNS with a grade of C or better in each course and consent of instructor, program coordinator or department chair.
Delivery mode: Face-to-Face | Online
- CAB 281** **3 credit hours (lecture: 3 | lab: 2)**
Advanced Techniques Using Creative Software
 This is a capstone class in which the student uses current illustration and design software packages to create various professional modes of output. Adobe Photoshop and Adobe Illustrator are used along with Adobe InDesign.
Prerequisite: CAB 160, CAB 165, CAB 172, and CAB 175, each with minimum grade of C.
Delivery mode: Face-to-Face | Hybrid | Online Fee: \$45

CAB 290

1-4 credit hours (lecture: 0-4 | lab: 0-4)

Topics in Computer Applications for Business

Course designed to meet the needs for specialized instruction in current office automation topics. Topics will be identified for each section of course. May be repeated up to three times on different topics for a maximum of nine semester credit hours. Fee Varies. Prerequisite may vary by topic.

Delivery mode: Face-to-Face | Online