COMPUTER BUSINESS APPLICATIONS (CBA)

CBA G010N   **27 Hours (14 lecture hours; 13 lab hours)**
Introduction to Computers and Windows
Grading Mode: P/NP/SP Noncredit
Not Transferable.

Formerly: CBA G145. This noncredit course provides students an introduction to computer hardware and software fundamentals of a computer system. In addition, terminology, file management and basic Windows features will be taught. Prior computer experience is not required. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G011N   **27 Hours (0 lecture hours; 27 lab hours)**
Introduction to Keyboarding
Grading Mode: P/NP/SP Noncredit
Not Transferable.

Formerly: CBA G101N. This noncredit course is designed for individuals who have no formal training in keyboarding. Students are taught keyboarding skills which are essential to learn other computer applications and to perform other essential tasks on a computer. Students will learn the keys on the keyboard by positioning fingers on the correct key, use correct hand positioning as well as seating and posture for efficient keyboarding. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G012N   **27 Hours (14 lecture hours; 13 lab hours)**
Introduction to Microsoft Office Suite
Grading Mode: P/NP/SP Noncredit
Not Transferable.

This noncredit course prepares students for academic and workplace success by providing basic skills in Microsoft Office. Topics include Microsoft Word, Excel, PowerPoint, and Outlook. Students will learn how to create documents, spreadsheets, and presentations as well as how to create and use email best practices. This course is designed for students who have little or no prior experience with Microsoft Office and Email. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G013N   **18 Hours (11 lecture hours; 7 lab hours)**
Microsoft Word Basics
Grading Mode: P/NP/SP Noncredit
Not Transferable.

Formerly: CBA G155N. This noncredit course will prepare students how to create basic documents using Microsoft Word. Topics include creating, editing, formatting, applying page layout and paragraph features as well as inserting pictures, headers, footers, and page numbers. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G014N   **18 Hours (10 lecture hours; 8 lab hours)**
Internet Basics
Grading Mode: P/NP/SP Noncredit
Not Transferable.

This noncredit course introduces students to internet basics using a computer or a smartphone. Topics include history, internet terms, connections, search engines, searches, viruses and malware, online communication tools, and basic cloud services. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G015N   **18 Hours (11 lecture hours; 7 lab hours)**
Microsoft Excel Basics
Grading Mode: P/NP/SP Noncredit
Not Transferable.

Formerly: CBA G160N. This noncredit course prepares students to create basic spreadsheets using Microsoft Excel or equivalent applications. Topics include spreadsheet concepts, entering cell data, creating formulas and functions, applying formatting, inserting rows and columns, managing worksheets, and developing simple charts. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.

CBA G016N   **18 Hours (10 lecture hours; 8 lab hours)**
Microsoft PowerPoint Basics
Grading Mode: P/NP/SP Noncredit
Not Transferable.

This noncredit course prepares students to create Microsoft PowerPoint presentations by navigating the interface and using basic concepts, structures, and processes. Students will create various presentations. This course is designed for beginners who have some computer experience. Noncredit. Pass/No Pass/Satisfactory Progress. NOT DEGREE APPLICABLE.