Computer Applications/Business Technology

Business, English, and Language Arts
James Weckler, Division Dean
Division Office, Room 301
Calais Ingel, Department Chair, (831) 477-3203
Aptos Counselor: (831) 479-6274 for appointment
Watsonville Counselor: (831) 786-4734
Call (831) 479-6400 for more information
http://www.cabrillo.edu/programs

Computer Applications/Business Technology
A.S. Degree

Computer Applications/Business Technology (CABT) prepares students to use computer applications and business procedures to solve problems in contemporary business environments. CABT courses are applicable in many career ladders including vocational training and retraining, and career advancement. The CABT Department, in collaboration with the Accessibility Support Center (ASC, formerly DSPS), provides specialized services for students requiring assistive technology support (Assistive Technology Lab). CABT courses, certificates, and the AS Degree are stepping-stones to a variety of professional careers in business and technology.

Skills Certificate:
• Computer Skills for the Office
• Professional Computer Applications

Certificates of Achievement:
• Administrative Support
• Computer/Business Applications

A.S. Degree:
• Computer/Business Applications

Career Opportunities

CABT courses incorporate the specialized technology skills necessary for employment in the current job market. CABT certificate and degree holders are skilled in traditional office-related occupations such as office clerk, secretary, administrative assistant, receptionist, office specialist, or customer service representative. They are well-versed in information age technology such as Internet research, e-mail, spreadsheets, databases, and word processing. A degree in CABT can lead to careers in human resources, public administration, marketing, medical office management, or small business administration.

Learning Outcomes

1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment. (GE Core Competency III B. Global Awareness, Social diversity and civics)
2. Competently communicate in support of a business office, including production and design of complex electronic and paper-based correspondence and documents. (GE Core Competency I. Communication, Competency II. Critical Thinking and Information Competency)
3. Use the Internet, a wide variety of current and emerging computer applications and standard business procedures to compute, analyze business performance, and solve problems. (GE Core Competency II. Critical Thinking and Information Competency)
4. Actively assist in implementing general office procedures, including records management. (GE Core Competency II. Critical Thinking and Information Competency)
5. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity. (GE Core Competency IV. Personal Responsibility and Professional Development)

6. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines. (GE Core Competency II. Critical Thinking and Information Competency)

A.S. General Education 21 Units

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CABT 31</td>
<td>Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CABT 38</td>
<td>Introduction to Microsoft Office</td>
<td>3 - 4</td>
</tr>
<tr>
<td>CABT 100</td>
<td>Business Technology &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CABT 101</td>
<td>*Computer Proficiency</td>
<td>3</td>
</tr>
<tr>
<td>CABT 110A</td>
<td>**Computer Keyboarding-Alphabet Keys</td>
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</tr>
<tr>
<td>CABT 110B</td>
<td>**Computer Keyboarding-Numbers/Symbols</td>
<td>0.5</td>
</tr>
<tr>
<td>CABT 111</td>
<td>Using Speech Recognition Software</td>
<td>1</td>
</tr>
<tr>
<td>CABT 156</td>
<td>Writing for the Workplace</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer/Business Applications Core Courses (9-10 units)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CABT 41</td>
<td>Excel</td>
<td>3</td>
</tr>
<tr>
<td>CABT 157</td>
<td>Business and Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CABT 199C</td>
<td>Career Work Experience Education</td>
<td>3</td>
</tr>
<tr>
<td>DM 1</td>
<td>Introduction to Digital Media</td>
<td>4</td>
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Approved Electives (8 Units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 151A</td>
<td>Introduction to Accounting: Bookkeeping Concepts</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 163</td>
<td>Using QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Information Systems</td>
<td>4</td>
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<tr>
<td>BUS 18</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BUS 20</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 89</td>
<td>Starting &amp; Operating an eCommerce Business</td>
<td>3</td>
</tr>
<tr>
<td>CABT 101</td>
<td>Computer Proficiency</td>
<td>3</td>
</tr>
<tr>
<td>CABT 102</td>
<td>10-Key Calculator</td>
<td>1</td>
</tr>
<tr>
<td>CABT 103A</td>
<td>Data Entry on Computer</td>
<td>1</td>
</tr>
<tr>
<td>CABT 103B</td>
<td>Advanced Data Entry</td>
<td>1</td>
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<tr>
<td>CABT 106</td>
<td>***Introduction to Computers at Cabrillo</td>
<td>0.5</td>
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<tr>
<td>CABT 107</td>
<td>Applied Computer Skills</td>
<td>1.5 - 3</td>
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<td>CABT 110C</td>
<td>Computer Keyboarding-Speed Development</td>
<td>0.5</td>
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<tr>
<td>CABT 111</td>
<td>***Using Speech Recognition Software</td>
<td>1</td>
</tr>
<tr>
<td>CABT 118</td>
<td>***Using Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>CABT 160</td>
<td>***Introduction to the Internet and the World Wide Web</td>
<td>1.5</td>
</tr>
<tr>
<td>CABT 161</td>
<td>Creating a Simple Web Site</td>
<td>1.5</td>
</tr>
<tr>
<td>CABT 199C</td>
<td>***Career Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>COMM 2</td>
<td>Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>COMM 6</td>
<td>Listening</td>
<td>1</td>
</tr>
<tr>
<td>CS 1</td>
<td>Introduction to Computers and Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>DM 1</td>
<td>***Introduction to Digital Media</td>
<td>4</td>
</tr>
<tr>
<td>ETECH 24</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 10</td>
<td>Information Research</td>
<td>1</td>
</tr>
<tr>
<td>LIBR 18</td>
<td>Advanced Internet Searching</td>
<td>1</td>
</tr>
<tr>
<td>LIBR 100</td>
<td>Introduction to Information Skills</td>
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</tr>
<tr>
<td>MA 172</td>
<td>Medical Office Procedures</td>
<td>4</td>
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</tbody>
</table>

Electives

(from any course numbered 1-199) | Units |

Total Units 60

*Students who keyboard 30+ wpm with 1 error per minute (epm) or less may apply to waive CABT 110A and B and may be able to substitute from the...
Approved Electives list. Contact a counselor or CABT instructor for more information.

***May be used as Elective credit if not used for Core Course credit.

**Computer Applications/Business Technology Certificate of Achievement**

Learning Outcomes
1. Competently work as a team member with people of diverse experiences and backgrounds in a workplace environment.
2. Competently communicate in support of a business office, including production and design of electronic and paper-based correspondence and documents.
3. Use the Internet, a variety of current and emerging computer applications, and standard business procedures to compute, analyze business performance, and solve problems.
4. Actively assist in implementing general office procedures, including records management.
5. Demonstrate self-management and self-awareness in terms of workplace responsibility and productivity.
6. Demonstrate the ability to competently use office equipment, including computers and peripherals.

**CABT Core Courses (16-17 units)**

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**Computer/Business Applications Core Courses (9-10 units)**

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<td>3</td>
</tr>
<tr>
<td>CABT 199C</td>
<td>Career Work Experience Education</td>
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**Other Required Courses**

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<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>Elements of Writing</td>
<td>3</td>
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<tr>
<td>ENGL 1A/1AH/1AMC/1AMCH</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CABT 157</td>
<td>Business and Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 28-30

*CABT 118 plus CABT 160 plus CABT 106 may be substituted for CABT 101 to satisfy core requirements.

**Students who keyboard 30+ wpm with 1 error per minute (epm) or less may apply to waive CABT 110A and B and may be able to substitute from the Approved Electives list. Contact a counselor or CABT instructor for more information.

**Administrative Support Certificate of Achievement**

Learning Outcomes:
1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.
2. Competently communicate in support of a business office, including production and design of electronic and paper-based correspondence and documents.
3. Use the Internet, a variety of current and emerging computer applications, and standard business procedures to compute, analyze business performance, and solve problems.
4. Actively assist in implementing general office procedures, including records management.
5. Demonstrate self-management and self-awareness in terms of workplace responsibility and productivity.
6. Demonstrate the ability to competently use office equipment, including computers and peripherals.

**CABT Core Courses (16-17 units)**

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<td>Using Speech Recognition Software</td>
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</tr>
<tr>
<td>CABT 156</td>
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**Administrative Support Core Courses (5.5-6 units)**

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</thead>
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<td>CABT 102</td>
<td>10-Key Calculator</td>
<td>1</td>
</tr>
<tr>
<td>CABT 161</td>
<td>Creating a Simple Web Site</td>
<td>1.5</td>
</tr>
<tr>
<td>CABT 199C</td>
<td>Career Work Experience Education</td>
<td>2</td>
</tr>
</tbody>
</table>

**Other Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENGL 100</td>
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<td>ENGL 1A/1AH/1AMC/1AMCH</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CABT 157</td>
<td>Business and Technical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units** 24.5-26

*CABT 118 plus CABT 160 plus CABT 106 may be substituted for CABT 101 to satisfy core requirements.*

**Students who keyboard 30+ wpm with 1 error per minute (epm) or less may apply to waive CABT 110A and B and may be able to substitute from the Approved Electives list. Contact a counselor or CABT instructor for more information.*
Computer Skills for the Office Skills Certificate

Learning Outcomes
1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.
2. Demonstrate entry-level professional computer skills, including the use of word processing, spreadsheet, internet research, e-mail, simple web page development, and keyboarding.

Required Courses
CABT 111 Using Speech Recognition Software.......................... 1
or
CABT 110B *Computer Keyboarding-Numbers/Symbols........... 0.5
and
CABT 110A *Computer Keyboarding-Alphabet Keys............. 0.5
or
CABT 118 or equivalent experience; Eligibility for ENGL 100 and READ 100.
Recommended Preparation: CABT 106 or equivalent computer experience.

Total Units 4

*Students who keyboard 30+ wpm with 1 error per minute (epm) or less may apply to waive CABT 110A and B and may be able to substitute from the Approved Electives list. Contact a counselor or CABT instructor for more information.

Professional Computer Applications Skills Certificate

Learning Outcomes
1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.
2. Competently design and produce complex electronic and paper-based correspondence and documents.
3. Use a variety of current and emerging computer applications to compute, analyze business performance, and solve problems.

Required Courses
CABT 31 Microsoft Word .................................................. 3
CABT 38 Introduction to Microsoft Office ................................. 3 - 4
CABT 41 Excel ................................................................. 3
DM 1 Introduction to Digital Media ...................................... 4
Total Units 13 - 14

Computer Applications/Business Technology Courses

CABT 31 Microsoft Word
3 units; 3 hours Lecture, 2 hours Laboratory
Prerequisite: CABT 110A or equivalent keyboarding experience; CABT 106 or equivalent computer experience.
Recommended Preparation: CABT 101 or equivalent computer experience; CABT 118 or equivalent experience; Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Covers the basic, intermediate, and expert features of Microsoft Word necessary to produce complex, professional-quality business documents. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.
Transfer Credit: Transfers to CSU.

CABT 38 Introduction to Microsoft Office
3 - 4 units; 3 - 4 hours Lecture, 2 hours Laboratory
Prerequisite: CABT 110A, CABT 106, or equivalent skills.
Recommended Preparation: CABT 118 or CABT 101 or equivalent skills; Eligibility for ENGL 100 and READ 100; Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Covers intermediate features of the Microsoft Office suite for producing professional documents and presentations including Word, Excel, PowerPoint, and Access. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for details about this course offering.
Transfer Credit: Transfers to CSU.

CABT 41 Excel
3 units; 3 hours Lecture, 2 hours Laboratory
Hybrid Requisite: Completion of or concurrent enrollment in CABT 106 or equivalent computer skills.
Recommended Preparation: CABT 110A or equivalent basic keyboarding skills; Eligibility for ENGL 100 and READ 100; Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Covers intermediate features of Microsoft Excel, including creating and managing spreadsheets, charts, small databases and simple pivot tables. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering. May be offered in a Distance-Learning Format.
Transfer Credit: Transfers to CSU.

CABT 101 Computer Proficiency
3 units; 3 hours Lecture, 2 hours Laboratory
Recommended Preparation: Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Provides computer proficiency skills for beginning computer users including the use of Word, Excel, Windows, file management, e-mail, Internet research, and creating a simple web page. Includes a diverse set of computer skills used in business and college. Topics focus on fundamental computer employability standards identified by Santa Cruz County educators and employers. May be offered in a Distance-Learning Format. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.
CABT 102  | 10-Key Calculator  
1 unit; 3 hours Laboratory  
Recommended Preparation: Eligibility for ENGL 100 and READ 100; Eligibility for MATH 154.  
Repeatability: May be taken a total of 1 time.  
Teaches the 10-key touch system using electronic calculators to solve typical business problems and applications in a self-paced course format. Covers addition, subtraction, multiplication, division, mixed operations, percentages, and memory functions. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning Format.

CABT 103A  | Data Entry on Computer  
1 unit; 3 hours Laboratory  
Recommended Preparation: CABT 110B or equivalent skills; Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Teaches keyboarding alphabetic and numeric data for computer-based data entry in a hands-on, self-paced format. Covers standard operations and procedures used in typical business and government data entry applications. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning Format.

CABT 103B  | Advanced Data Entry  
1 unit; 3 hours Laboratory  
Prerequisite: CABT 110A or equivalent skills.  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Develops speed and accuracy in keyboarding alphabetic and numeric data for computer-based data entry in a hands-on, self-paced format. Focuses on data entry for payroll systems, sales and purchase orders, and accounts receivable/accounts payable. Students may enroll through the twelfth week of instruction. May be offered in a Distance-Learning Format.

CABT 106  | Introduction to Computers at Cabrillo  
0.5 unit; 0.5 hour Lecture  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Introduces the use of computers for beginning computer users with emphasis on the Cabrillo College student computer environment. Provides hands-on experience with basic computer operation, external storage devices, the Cabrillo student network, web-based campus resources, and the creation, storage, and retrieval of documents.

CABT 107  | Applied Computer Skills  
1.5 - 3 units; 1.5 - 3 hours Lecture, 1 - 3 hours Laboratory  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Provides selected computer skills to meet the needs of specific groups of students, including, as appropriate, Word, Excel, PowerPoint, file management, e-mail, Internet research, and using online course material. Designed for learning communities, but may also be offered to other students. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

CABT 108  | Social Media for Business  
3.5 units; 3 hours Lecture, 2 hours Laboratory  
Prerequisite: CABT 101 or equivalent experience.  
Recommended Preparation: CABT 161, CABT 157; Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Introduces tools for applying social media to business, including social networking sites, contact management tools, web conferencing, and writing for social media. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering. May be offered in a Distance-Learning Format.

CABT 110A  | Computer Keyboarding-Alphabet Keys  
0.5 unit; 1.5 hours Laboratory  
Prerequisite: CABT 110A or equivalent skills.  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Covers alphabetic keyboarding skills using the touch technique in a hands-on, self-paced format. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning Format. Pass/No Pass grading only.

CABT 110B  | Computer Keyboarding-Numbers/Symbols  
0.5 unit; 1.5 hours Laboratory  
Prerequisite: CABT 110B or equivalent skills.  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Develops speed using the alphanumeric keyboard, including numbers, symbols, and the numeric keypad in a hands-on, self-paced format. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning Format. Pass/No Pass grading only.

CABT 110C  | Computer Keyboarding-Speed Development  
0.5 unit; 1.5 hours Laboratory  
Prerequisite: CABT 110B or equivalent skills.  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Develops increasing speed and accuracy using the alphabetic keyboard in a hands-on, self-paced format. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning Format. Pass/No Pass grading only.

CABT 111  | Using Speech Recognition Software  
1 unit; 1 hour Lecture, 2 hours Laboratory  
Recommended Preparation: Eligibility for ENGL 100 and READ 100.  
Repeatability: May be taken a total of 1 time.  
Covers the use of speech recognition software to control the computer using voice commands in a hands-free environment. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.
CABT 118 Using Microsoft Windows
1 unit; 1 hour Lecture, 0.5 hour Laboratory
Recommended Preparation: Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Covers the fundamental use of the PC and the Windows operating system including file management, simple troubleshooting, running and installing programs, customizing the desktop, and using Windows accessory programs such as WordPad, Paint, and Internet Explorer. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

CABT 121 Effective Presentations
3 units; 3 hours Lecture
Recommended Preparation: CABT 101; Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Covers current presentation software and techniques for in-person and virtual presentations. Beginning, intermediate, and expert features of Microsoft PowerPoint and other presentation software necessary to produce complex, professional-quality presentations will be taught. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering. May be offered in a Distance-Learning Format.

CABT 156 Writing for the Workplace
3 units; 3 hours Lecture
Recommended Preparation: CABT 110A or equivalent keyboarding skills; CABT 101 or equivalent computer skills; Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Provides instruction in effective, mechanically, and grammatically correct workplace written communication. May be offered in a Distance-Learning Format.

CABT 157 Business and Technical Writing
3 units; 3 hours Lecture
Prerequisite: CABT 156.
Recommended Preparation: Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Teaches techniques for composing, organizing, editing, and revising business and technical writing. Includes professional report writing, workplace writing, and writing for electronic and paper publication. May be offered in a Distance-Learning Format.

CABT 160 Introduction to the Internet and the World Wide Web
1.5 units; 1.5 hours Lecture, 1 hour Laboratory
Hybrid Requisite: CABT 106 or equivalent skills.
Recommended Preparation: CABT 110A or equivalent keyboarding skills; Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Covers the structure and function of the Internet and World Wide Web including e-mail, Internet research, uploading/downloading files, and creating a simple web page with HTML. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

CABT 161 Creating a Simple Web Site
1.5 units; 1.5 hours Lecture, 1 hour Laboratory
Recommended Preparation: CABT 101 or CABT 160 or equivalent computer and Internet skills; Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Covers creation of simple websites with easy-to-use tools; includes basic graphics, photo editing, HTML commands, uploading, and maintaining a web site. For professional web development courses, see the Digital Media program. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

CABT 190AZ Special Topics in Computer Applications/Business Technology
0.5 - 3 units; 0.5 - 3 hours Lecture, 0.25 - 1.5 hours Laboratory
Recommended Preparation: Eligibility for ENGL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Investigates special selected areas of interest in computer applications and business technology not covered by regular catalog offerings. The special areas will be announced and described and given their own titles and letter designations in the Schedule of Classes. May be offered in a Distance-Learning Format.

CABT 210 Basic Computer Keyboarding
0.5 unit; 1.5 hours Laboratory
Repeatability: May be taken a total of 1 time.
Introduces basic alphabetic keyboarding skills in a hands-on, self-paced format. Enrollment is permitted through the twelfth week of instruction. Pass/No Pass grading only.

CABT 215 Introduction to Using the Computer
3 units; 3 hours Lecture, 2 hours Laboratory
Repeatability: May be taken a total of 1 time.
Teaches basic computer use, including word processing, Internet, and e-mail, for students with no previous computer experience. May be taught bilingually in Spanish/English; textbook is in English. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about this course offering.

CABT 272 Assistive Technology Instruction
1 unit; 1 hour Lecture, 2 hours Laboratory
Recommended Preparation: Eligibility for Accessibility Support Center--ASC (formerly DSPS.)
Repeatability: May be taken a total of 1 time.
Covers essential computer skills for students with disabilities or assistive technology needs, including voice recognition, screen reading, screen magnification, text-to-speech software, and ergonomic needs.
CABT 290A–Z  Special Topics in Basic Computer Applications/Business Technology

0.5 - 3 units; 0.5 - 3 hours Lecture, 1.5 - 6 hours Laboratory

Repeatability: May be taken a total of 1 time.

Investigates special selected areas of interest in computer applications and business technology not covered by regular catalog offerings at the 200-level. The special areas will be announced and described and given their own titles and letter designations in the Schedule of Classes. Some of the class hours for these courses may be scheduled as To Be Arranged (TBA). See the Schedule of Classes for the details about a particular course offering.