

COMPUTER APPLICATIONS/ BUSINESS TECHNOLOGY

Business, English, and Language Arts

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<http://www.cabrillo.edu/programs>

Computer Applications/Business Technology (CABT) Occupational Program

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 Disabled Students Programs & Services (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 Proficiency:

- 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 facility management, or small business administration.

CABT Core Courses

CABT 38	Introduction to Microsoft Office	3
CABT 100	Business Technology & Procedures	3
*CABT 101	Computer Proficiency	3
**CABT 110A, 110B	Computer Keyboarding Alphabet, Numbers, and Symbols	1
CABT 131	Microsoft Word	3
CABT 156	Business Grammar	3
* 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 Core Courses

CABT 41	Excel for Windows	3
CABT 102	10-Key Calculator	1
CABT 161	Creating a Simple Web Site	2
OR		
CABT 199C	Career Work Experience Education	3

Computer/Business Applications Core Courses

CABT 41	Excel for Windows	3
CABT 157	Business and Technical Writing	3
CABT 199C	Career Work Experience Education	3
OR		
DM 1	Introduction to Digital Media	4

Approved Electives

ACCT 151A	Introduction to Accounting: Bookkeeping Concepts	4
ACCT 163	Using QuickBooks	3
BUS 5	Business Information Systems	4
BUS 18	Business Law	4
BUS 20	Introduction to Business	3
BUS 89	Starting and Operating an eCommerce Business	3
BUS 155	Business Math	3
CABT 101	Computer Proficiency	3
CABT 102	10-key Calculator	1
CABT 103A	Data Entry on the Computer	1
CABT 103B	Advanced Data Entry	1
***CABT 106	Introduction to the Cabrillo Computer Labs	½
CABT 110C	Computer Keyboarding-Speed Development	½
***CABT 118	Using Microsoft Windows	1
*** CABT 157	Business and Technical Writing	3
***CABT 160	Introduction to the Internet and the World Wide Web	1½
CABT 161	Creating a Simple Web Site	2
***CABT 199C	Career Work Experience Education	1-3
CS 1	Introduction to Computers and Computer Technology	3
***DM 1	Introduction to Digital Media	4
ETECH 24	Introduction to AutoCAD	3

LIBR 10	Information Research.	1
MA 172	Medical Office Procedures.	2
COMM 2	Group Discussion.	3
COMM 6	Listening	1

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

Skills Certificate: Computer Skills for the Office

CABT 101	Computer Proficiency.	3
*CABT 110A, 110B	Computer Keyboarding Alphabet, Numbers and Symbols.	1

Total for Skills Certificate 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.

Skills Certificate: Professional Computer Applications

CABT 38	Introduction to Microsoft Office.	3
CABT 41	Excel for Windows.	3
CABT 131	Microsoft Word	3
DM 1	Introduction to Digital Media	4

Total for Skills Certificate 13

Certificate of Proficiency: Administrative Support

CABT Core Courses	16
Administrative Support Core courses	6-7
ENGL 100/ 1A/1AMC or CABT 157.	3

Total for Certificate of Proficiency 25-26

Certificate of Proficiency: Computer/Business Applications

CABT Core Courses	16
Computer/Business Applications Core Courses	9-10
ENGL 100/1A/1AMC or CABT 157.	3

Total for Certificate of Proficiency 28-29

Associate in Science Degree: Computer/Business Applications

General Education	21
CABT Core courses	16
Computer/Business Applications Core Courses	9-10
Approved Electives.	8
Electives	5-6

Total for A.S. Degree in
Computer/Business Applications 60

Computer Applications/Business Technology Courses

CABT 38

Introduction to Microsoft Office

3 - 4 units; 3 hours Lecture, 4 hours Laboratory

Prerequisite: CABT 110A, CABT 106 (or equivalent experience)

Recommended Preparation: CABT 118 or CABT 101 (or equivalent experience); Eligibility for ENGL 100 and READ 100.

Covers basic and intermediate features of the Microsoft Office suite for producing professional documents and presentations: Word (word processing), Excel (spreadsheet), PowerPoint (presentation), and Access (database). Does not cover the individual applications in the same detail as they are covered in CABT 131 (Word), CABT 41 (Excel), and CABT 142 (Access). May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

CABT 41

Excel for Windows

3 units; 3 hours Lecture, 4 hours Laboratory

Recommended Preparation: CABT 106 (may be taken concurrently) or recent computer course using Windows. CABT 110A or basic typing skills. Eligibility for ENGL 100 and READ 100, and MATH 154.

Covers intermediate features of Microsoft Excel, including creating and managing spreadsheets, charts, small databases and use of Excel with the Internet. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

CABT 100

Business Technology & Procedures

3 units; 3 hours Lecture, 4 hours Laboratory

Corequisite: CABT 110A and CABT 101 or equivalent skills.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken 2 times.

Introduces business procedures and office equipment with an emphasis on the integrated use of technology in a modern business environment. Topics include fundamental computer hardware and software, basic business correspondence, written and oral reports, time management, and preparing standard business forms such as purchase requisitions. Examples of technology include the use and basic troubleshooting of personal computers, printers, scanners, fax, reprographics, multi-line phones, and typewriters.

CABT 101

Computer Proficiency

3 units; 3 hours Lecture, 4 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken 2 times.

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.

CABT 102

10-Key Calculator

1 unit; 3 hours Laboratory

Recommended Preparation: Eligibility for MATH 154, ENGL 100 and READ 100.

Teaches the 10-key touch system using electronic calculators to solve typical business problems and applications in a self-paced course format. Practice addition, subtraction, multiplication, division, mixed operations, percentages, and memory functions. Students may enroll 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.

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. Students may enroll 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 103A.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Develop 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 the Cabrillo Computer Labs

½ units; ½ hour Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Introduces the use of computers in the Cabrillo College computer labs for beginning computer users. Includes lab policies and procedures. Students receive hands-on experience with the Windows or Macintosh operating system, basic computer operation, the World Wide Web, and the creation, storage, and retrieval of documents.

CABT 110A

Computer Keyboarding-Alphabet Keys

½ units; 1½ hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

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. Credit/no credit grading only.

CABT 110B

Computer Keyboarding-Numbers/Symbols

½ units; 1½ hours Laboratory

Prerequisite: CABT 110A or equivalent skills.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

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. Credit/no credit grading only.

CABT 110C

Computer Keyboarding-Speed Development

½ units; 1½ hours Laboratory

Prerequisite: CABT 110A or equivalent skills.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken 4 times. Students may repeat to increase speed in 10 words per minute increments.

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. Credit/no credit grading only.

CABT 118

Using Microsoft Windows

1 unit; 1 hour Lecture, 2 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Covers the fundamental use of the PC and 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.

CABT 131

Microsoft Word

3 units; 3 hours Lecture, 5 hours Laboratory

Prerequisite: CABT 110A or equivalent keyboarding experience and CABT 106 or equivalent computer experience.

Recommended Preparation: CABT 118 or CABT 101 or equivalent computer experience; Eligibility for ENGL 100 and READ 100.

Covers the basic, intermediate, and expert features of the word processing program Microsoft Word necessary to produce professional quality business documents. Topics include: creating, formatting, editing, and printing business documents (letters, memoranda, and reports). Additional features include tables, headers and footers, mail merge, macros, tables and indexes, and creating fill-in forms. Symbols, graphic elements, WordArt, borders, and charts are used to enhance documents. May be offered in a Distance-Learning Format.

CABT 156

Business Grammar

3 units; 3 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Reviews grammar, sentence construction, punctuation, and business vocabulary. The course emphasizes organizing and expressing information that is grammatically and mechanically correct. May be offered in a Distance-Learning Format.

CABT 157

Business and Technical Writing

3 units; 3 hours Lecture, 3 hours Laboratory

Prerequisite: Eligibility for ENGL 1A or completion of CABT 156.

Recommended Preparation: .

Focuses on techniques for writing, organizing, and editing business and technical documents. Includes audience analysis and strategies for delivering positive, negative, or persuasive information through electronic and paper communications. May be offered in a Distance-Learning Format.

CABT 160

Introduction to the Internet and the World Wide Web

1½ units; 1 hour Lecture, 2 hours Laboratory

Recommended Preparation: CABT 106 (may be taken concurrently) or equivalent knowledge of Windows or the Macintosh. Those without typing skills are encouraged to take CABT 110A; Eligibility for ENGL 100 and READ 100.

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.

CABT 161

Creating a Simple Web Site

2 units; 2 hours Lecture, 4 hours Laboratory

Recommended Preparation: CABT 101 or CABT 160 or equivalent computer and Internet skills.

Covers creation of simple web sites with easy-to-use tools; includes basic graphics, photo editing, HTML commands, uploading to the Internet, and maintaining a site. For professional web development courses, see the Digital Media program.

CABT 190A-Z

Special Topics in Computer Applications/Business Technology

½ - 3 units; ½ hour Lecture, 1½ hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Repeatability: May be taken 4 times in different areas.

A course designed to investigate 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*.

CABT 210

Basic Computer Keyboarding

½ units; 1½ hours Laboratory

Repeatability: May be taken 2 times.

Introduces basic alphabetic keyboarding skills in a hands-on, self-paced format. May be offered in Distance-Learning Format. Credit/no credit grading only.

CABT 215

Introduction to Using the Computer

3 units; 3 hours Lecture, 4 hours Laboratory

Offers basic instruction in word processing, e-mail, World Wide Web, Windows operating system, and basic functions of a computer system including hands-on lab time with an instructor; for students with no previous computer experience. May be offered in English or bilingually. The textbook is in English.

CABT 272

Assistive Technology Instruction

1 unit; 2 hours Laboratory

Recommended Preparation: Eligibility for Disabled Student Programs and Services.

Repeatability: May be taken 4 times.

Covers essential computer skills for students with disabilities or ergonomic needs, including voice recognition, screen reading, screen magnification, and text-to-speech software.

CABT 280

Kurzweil 3000 for College Success

1 unit; 1 hour Lecture, 1 hour Laboratory

Repeatability: May be taken 2 times.

Introduces Kurzweil 3000 software for converting text to spoken language, including use for word processing, writing development, and improvement of study and test-taking skills; appropriate for students with learning disabilities. Covers related computer technology skills such as scanning text, importing text from the internet, creating electronic notes and examining the main idea of an electronic text passage.

CABT 284L

Adaptive Word Processing Lab

1 unit; 3 hours Laboratory

Prerequisite: CABT 284 or concurrent enrollment.

Recommended Preparation: .

Teaches students with assistive technology needs the adaptations for word processing in order to improve written language expression and essential computer skills.

CABT 285

Advanced Assistive Technology

1 - 2 units; 1 hour Lecture, 2 hours Laboratory

Recommended Preparation: CABT 272 or experience with assistive technology software.

Repeatability: May be repeated.

Enhances computer literacy and assistive technology skills through study of specific topics in assistive technology and completion of a culminating project.

CABT 290A-Z

Special Topics in Basic Computer Applications/Business Technology

½ - 3 units; ½ hour Lecture, 1½ hours Laboratory

Repeatability: May be taken 4 times in different topic areas.

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*.

CABT 510

Basic Computer Skills

0 units; 3 hours Laboratory

Repeatability: May be repeated.

Provides self-paced instruction (non-credit) in the use of computer software and hardware in an open computer lab environment for students also enrolled in at least one for-credit Cabrillo class. Enhances preparation for college course work or for employment. Enrollment is permitted throughout the semester.