

**COMPUTER APPLICATIONS/
BUSINESS TECHNOLOGY**

CABT 38 Introduction to Microsoft Office

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). Prerequisite: CABT 110A, CABT 106 (or equivalent experience). Recommended Preparation: CABT 118 or CABT 101 (or equivalent experience).

Transfer Credit: CSU.

Section	Days	Times	Units	Instructor	Room
74253	TH	09:30AM-12:35PM	3.00	B.Zeip	507
&	Arr.	Arr.		B.Durland	1400
+ 4 hr 5 min open lab per week.					
74254	M	06:00PM-09:05PM	3.00	B.Zeip	WatA350
&	Arr.	Arr.		M.Nogueira	WatA310
+ 4 hr 5 min open lab per week.					

CABT 41 Excel for Windows

Covers intermediate features of Microsoft Excel, including creating and managing spreadsheets, charts, small databases and use of Excel with the Internet. Recommended Preparation: CABT 106 (may be taken concurrently) or recent computer course using Windows; CABT 110A or basic typing skills; Eligibility for MATH 154.

Transfer Credit: CSU.

Section	Days	Times	Units	Instructor	Room
75615	W	06:00PM-09:05PM	3.00	B.Sebastian	507
&	Arr.	Arr.		B.Durland	1400
+ 4 hr 5 min open lab per day.					
74255	TH	06:00PM-09:05PM	3.00	B.Sebastian	WatA330
&	Arr.	Arr.		M.Nogueira	WatA310
+ 4 hr 5 min open lab per week.					

CABT 100 Business Technology and Procedures

Introduces business procedures and office equipment with an emphasis on the integrated use of technology in a modern business environment. Corequisite: CABT 110A and CABT 101 or equivalent skills. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
74218	W	09:30AM-12:35PM	3.00	B.Zeip	507
&	Arr.	Arr.		B.Durland	1400
+ 4 hr 5 min open lab per week.					

CABT 101 Computer Proficiency

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. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
74219	TH	09:30AM-12:35PM	3.00	S.Larson	WatA350
&	Arr.	Arr.		M.Nogueira	WatA310
+ 2 hr 5 min open lab per week.					
74220	T	06:00PM-09:05PM	3.00	S.Larson	507
&	Arr.	Arr.		B.Durland	1400
+ 2 hr 5 min open lab per week.					
75778	T	07:45PM-10:00PM	3.00	C.Diaz	WatA350
&	F	05:30PM-07:45PM		C.Diaz	WatA350
&	Arr.	Arr.		C.Diaz	WatA310
Meets 11 weeks 2/7-4/28. Holiday 2/10, 4/10, and 4/13. Section 75778 is designed for ECE Migrant Head Start students. No advance registration; permission of the instructor is required. + 1 hr 25 min lab arranged per day.					

CABT 102 10-KEY Calculator



Teaches the 10-key touch system using electronic calculators to solve typical business problems and applications in a self-paced course format. Recommended Preparation: Eligibility for MATH 154. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74222	Arr.	Arr.	1.00	S.Larson	OL
Section 74222 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online .					
74221	Arr.	Arr.	1.00	S.Larson	1400
3 hr 5 min open lab per week.					
74223	Arr.	Arr.	1.00	S.Larson	WatA310
3 hr 5 min open lab per week.					

CABT 103A Data Entry on Computer



Teaches keyboarding alphabetic and numeric data for computer-based data entry in a hands-on, self-paced format. Recommended Preparation: CABT 110B or equivalent skills. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74225	Arr.	Arr.	1.00	S.Larson	OL
Section 74225 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online .					
74224	Arr.	Arr.	1.00	S.Larson	1400
3 hr 5 min open lab per week.					
74226	Arr.	Arr.	1.00	S.Larson	WatA310
3 hr 5 min open lab per week.					

CABT 103B Advanced Data Entry



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. Prerequisite: CABT 103A. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74229	Arr.	Arr.	1.00	S.Larson	OL
Section 74229 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online .					
74227	Arr.	Arr.	1.00	S.Larson	1400
3 hr 5 min open lab per week.					
74228	Arr.	Arr.	1.00	S.Larson	WatA310
3 hr 5 min open lab per week.					

indicate open entry classes—open through the 12th week of instruction; indicate writing factor classes; Honors classes; indicate multicultural classes; indicate health and wellness classes; some sections of this course are taught in a distance education format.

Cabrillo College *Schedule of Classes* – Spring, 2012

CABT 106 Introduction to Computers at Cabrillo Labs

Introduces the use of computers for beginning computer users with emphasis on the Cabrillo College student computer environment.

Section	Days	Times	Units	Instructor	Room
74230	SSU	09:00AM-01:05PM	0.50	A.Blumeneau	507

Meets 1 weekend 2/11-2/12.

CABT 110A Computer Keyboarding–Alphabet Keys

Covers alphabetic keyboarding skills using the touch technique in a hands-on, self-paced format. Pass/No Pass grading only. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74232	Arr.	Arr.	0.50	S.Larson	OL

Section 74232 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online.

74231	Arr.	Arr.	0.50	S.Larson	1400
-------	------	------	------	----------	------

1 hr 20 min open lab per week.

74233	Arr.	Arr.	0.50	S.Larson	WatA310
-------	------	------	------	----------	---------

1 hr 20 min open lab per week.

CABT 110B Computer Keyboarding–Numbers/Symbols

Develops speed using the alphanumeric keyboard, including numbers, symbols, and the numeric keypad in a hands-on, self-paced format. Pass/No Pass grading only. Prerequisite: CABT 110A or equivalent skills. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74235	Arr.	Arr.	0.50	S.Larson	OL

Section 74235 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online.

74234	Arr.	Arr.	0.50	S.Larson	1400
-------	------	------	------	----------	------

1 hr 20 min open lab per week.

74236	Arr.	Arr.	0.50	S.Larson	WatA310
-------	------	------	------	----------	---------

1 hr 20 min open lab per week.

CABT 110C Computer Keyboarding–Speed Development

Develops increasing speed and accuracy using the alphabetic keyboard in a hands-on, self-paced format. Pass/No Pass grading only. Prerequisite: CABT 110A or equivalent skills. Repeatability: May be taken a total of 4 times. Orientation required. See Orientation information at the end of the CABT listing.

Section	Days	Times	Units	Instructor	Room
74239	Arr.	Arr.	0.50	S.Larson	OL

Section 74239 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online.

74237	Arr.	Arr.	0.50	S.Larson	1400
-------	------	------	------	----------	------

1 hr 20 min open lab per week.

74238	Arr.	Arr.	0.50	S.Larson	WatA310
-------	------	------	------	----------	---------

1 hr 20 min open lab per week.

CABT 111 Using Speech Recognition Software

Covers the use of speech recognition software to control the computer using voice commands in a hands-free environment.

Section	Days	Times	Units	Instructor	Room
74240	W	10:00AM-12:05PM	1.00	C.Ingel	1402

& Arr. Arr. B.Durland 1400

Meets 8 weeks 2/7-3/28. + 4 hr 5 min open lab per day.

CABT 131 Microsoft Word

Covers the basic, intermediate, and expert features of the word processing program Microsoft Word necessary to produce professional quality business documents. Prerequisites: CABT 110A or equivalent keyboarding experience and CABT 106 or equivalent computer experience. Recommended Preparation: CABT 118 or CABT 101 or equivalent computer experience.

Section	Days	Times	Units	Instructor	Room
74241	M	09:30AM-12:35PM	3.00	C.Ingel	507

& Arr. Arr. B.Durland 1400

+ 5 hr 10 min open lab per week.

74242	TH	06:00PM-09:05PM	3.00	C.Ingel	507
-------	----	-----------------	------	---------	-----

& Arr. Arr. B.Durland 1400

+ 5 hr 10 min open lab per week.

CABT 157 Business and Technical Writing

Focuses on writing, organizing, and editing business and technical documents. Prerequisite: Eligibility for ENGL 1A/1AH/1AMC/1AMCH or completion of CABT 156.

Section	Days	Times	Units	Instructor	Room
75616	T	09:30AM-12:35PM	3.00	B.Sebastian	507

& Arr. Arr. B.Durland 1400

+ 3 hr 5 min open lab per week.

CABT 160 Introduction to the Internet and the World Wide Web

Covers 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.

Hybrid Requisite: Completion of or concurrent enrollment in CABT 106 or equivalent skills. Recommended Preparation: CABT 110A or equivalent keyboarding skills.

Section	Days	Times	Units	Instructor	Room
74243	F	09:30AM-12:35PM	1.50	A.Blumeneau	507

& Arr. Arr. B.Durland 1400

Meets 8 weeks 2/17-4/6. + 2 hr 5 min open lab per day.

CABT 161 Creating a Simple Web Site

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

Section	Days	Times	Units	Instructor	Room
74244	M	06:00PM-09:05PM	2.00	A.Blumeneau	507

& Arr. Arr. B.Durland 1400

Meets 11 weeks 3/5-5/21. Holiday 4/9. + 6 hr 5 min open lab per day.

CABT 190SP Computer Skills for Specific Purposes

Provides computer skills as needed for special purposes, including the use of Word, Excel, PowerPoint, file management, e-mail, Internet research, using online course material, and creating a simple web page.

Section	Days	Times	Units	Instructor	Room
74245	TTH	01:30PM-02:45PM	2.00	R.Norden	507
&	Arr.	Arr.		B.Durland	1400

Meets 12 weeks 2/21-3/29 and 4/17-5/24. Students must also enroll in the Academy for College Excellence. For information regarding the Academy for College Excellence, see Digital Management Career Preparation in the *Schedule of Classes* or call e-mail vifabbri@cabrillo.edu. + 4 hr 5 min open lab per day.

CABT 210 Basic Computer Keyboarding 

Introduces basic alphabetic keyboarding skills in a hands-on, self-paced format. Pass/No Pass grading only. Orientation required. See Orientation information at the end of the CABT listing. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
74249	Arr.	Arr.	0.50	S.Larson	1400

1 hr 20 min open lab per week.

**CABT 215 Introduction to Using the Computer/
Introduccion Al Uso de la Computadora**

Teaches basic computer use, including word processing, Internet, and e-mail, for students with no previous computer experience.

Section	Days	Times	Units	Instructor	Room
74250	W	06:30PM-09:35PM	3.00	C.Diaz	WatA330
&	Arr.	Arr.		M.Nogueira	WatA310

+ 2 hr 5 min open lab per week.

75777	TH	07:45PM-09:55PM	3.00	C.Diaz	WatA350
&	S	09:00AM-11:10AM		C.Diaz	WatA350
&	Arr.	Arr.		C.Diaz	WatA310

Meets 11 weeks 2/9-4/28. Holiday 4/12 and 4/14. Section 75777 is designed for ECE Migrant Head Start students. No advanced registration; permission of the instructor is required. + 1 hr 20 min lab arranged per day.

CABT 272 Assistive Technology Instruction

Covers essential computer skills for students with disabilities or ergonomic needs, including voice recognition, screen reading, screen magnification, and text-to-speech software. Recommended Preparation: Eligibility for Disabled Student Programs and Services. Repeatability: May be taken 4 times.

Section	Days	Times	Units	Instructor	Room
74252	TH	10:00AM-12:05PM	1.00	C.Ingel	1402

**Orientations for CABT Open Entry Classes
(CABT 102, 103AB, 110ABC, 210)**

A group orientation is highly recommended during the first two weeks of the semester. Find the orientation schedule:

1. Online at: <http://www.cabrillo.edu/academics/cabt/orientations.html>.
2. In the Computer Technology Centers in Aptos or Watsonville.
3. By calling (831) 479-6277 during the semester.
4. By e-mailing CABT@cabrillo.edu.

If you cannot attend a scheduled orientation, call or e-mail as indicated above for alternative orientations or for information about how to add a class.