

# Computer Applications / Business Technology

*"Your Excel course was no piece of cake to complete, but I'm beginning to get a nice slice of the pie now that I've qualified for a \$50,000 per year job, with more to come, as a warranty inspector and sales consultant."* — **Bill Makel**, ex-mechanic



## The 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.

Several CABT certificates allow you to advance step-by-step, starting with skill certificates, then building to Certificates of Proficiency and culminating in an A. S. degree in computer/business applications.

## Career Advancement



Many CABT students start by taking one or two courses that are essential to career advancement, then stay on to complete a more comprehensive certificate or degree. We welcome you to try our classes and to take a look at our programs.

## Office Skills Academy



CABT's Office Skills Academy (OSA) is a one- to two-semester, part-time program, which provides a strong foundation for vocational and academic success. It involves far more than just learning office procedures and computer technology. Emphasis is placed on learning

skills such as problem solving, effective communication, and conflict resolution that leads to success in the office environment. OSA credits can be applied toward advanced CABT certificates.

As a member of OSA you will work together with other academy students to complete projects in an office simulation. The projects include activities and tasks found in actual job situations in a computerized office.

## Assistive Technology



The CABT Department, in collaboration with Disabled Students Programs & Services (DSPS), provides classes and specialized services in the Assistive Technology (AT) Lab. Assistive technology extends the abilities of students, helping them pre-

pare for and succeed in college coursework and careers. The AT Lab provides a variety of hardware and software including screen reading, voice recognition, and text-to-speech software, and specialized computer monitors, adapted keyboards, trackballs, and microphone headsets. AT helps students overcome and prepare for success in careers and college coursework.

View the CABT program requirements and classes at:  
**[cabrillo.edu/programs](http://cabrillo.edu/programs)**

## Career Opportunities



CABT courses incorporate the specialized technology skills necessary for employment in every aspect of the job market. People who are flexible, well-organized, comfortable with computer applications, business

problem-solving, and working in motivated teams are highly sought by employers in virtually every type of organization: business, non-profit, academic and government. CABT certificate and degree holders are skilled in traditional office-related occupations such as office clerk, secretary, administrative assistant, receptionist, office manager or customer service representative. They are well-versed in information age technology such as Internet research, e-mail, spreadsheets, databases and word processing.

# The Profession



Locally, we see our students being placed with all types of employers in every industry: high technology, retail, sales, marketing, medical office, law enforcement, local government, publications, education and light industrial. According to the International Association of Administrative Professionals, the duties of today's administrative professionals extend beyond the traditional roles of secretary or office clerk. They play a vital role in the day-to-day operations of an organization, being active members of teams at increasingly higher levels of sophistication and responsibility. Roles often involve training, supervision of other staff, desktop publishing of reports and flyers, information management and research, advertising, and simple web site creation and maintenance. You may become involved with equipment purchase and maintenance, customer service, and management of events, projects, calendars, facilities and outside vendors.

## Cabrillo College

Aptos • Scotts Valley • Watsonville

6500 Soquel Drive Aptos, CA 95003 831-479-6201



### How To Enroll

**STEP 1** You may apply online at [www.cabrillo.edu](http://www.cabrillo.edu). If you have any questions, contact the Cabrillo College Admissions & Records Office in Building

100 of the Aptos campus located on 6500 Soquel Drive, phone (831) 749-6201; or in Watsonville on 318 Union Street, phone (831) 786-4701.

**STEP 2** You will receive registration information in the mail including your time to begin registering.

### Who May Enroll

Cabrillo College is open to anyone 18 years of age or older, or anyone with a high school diploma or proficiency certificate. High school students also may attend classes at Cabrillo on a limited basis with the permission of their high school principals.

### Nondiscrimination Policy

Cabrillo Community College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education programs. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

### Plan De Acción No Discriminatoria

Cabrillo Community College no discrimina a base de identificación con grupos étnicos, nacionalidad de origen, religión, edad, sexo, raza, color, incapacidad mental o física ni orientación sexual en ninguna de sus reglamentaciones, procedimientos o prácticas. Este plan de acción no discriminatoria incluye la admisión y el acceso a los programas y actividades, y el tratamiento y el empleo en los mismos, incluyendo la educación vocacional. Tener limitadas destrezas en el idioma inglés no constituirá una barrera para ser admitido o participar en los programas de educación vocacional.

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[cabrillo.edu](http://cabrillo.edu)

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