

COMM 10 Communication Process

3 units; 3 hours Lecture

Repeatability: May be taken a total of 1 time.

Provides experience in the three levels of communication: one-to-one, one-to-few, and one-to-many. Explores assumptions, principles, processes, variables, methods, and specialization of human communication.

Transfer Credit: Transfers to CSU; UC, with limits: COMM 2 & 10 combined: maximum credit-1 course. C-ID: COMM 115

COMM 12 Intercultural Communication

3 units; 3 hours Lecture

Repeatability: May be taken a total of 1 time.

Provides an understanding of the dynamics of intercultural communication with application to American culture, subcultures and different cultures of the world. Emphasizes culture shock, self awareness, perception, values, world views, verbal and nonverbal communication competency and ways to become a more cross-culturally sensitive and diverse communicator. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU; UC. C-ID: COMM 150

COMM 14 Health Communication

3 units; 3 hours Lecture

Repeatability: May be taken a total of 1 time.

Introduces the theory and practice of health communication in culturally diverse settings. Covers patient-caregiver communication, the social, cultural, and political influences on health care access and utilization, and the impact of organizational culture on health care and communication. Students will gain practical experience in critical thinking, decision-making, and problem-solving within interpersonal, small group, and public speaking/education contexts.

Transfer Credit: Transfers to CSU.

COMPUTER APPLICATIONS/BUSINESS TECHNOLOGY**Business, English, and Language Arts Division**

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For more information

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Online: go.cabrillo.edu/cabt | Email: cabt@cabrillo.edu*For our CABT Learning Community,***Business Information Worker Cohort**

Contact the Learning Community Center in Room 501.

Call: (831) 477-3340 | Email: cabt@cabrillo.edu**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 re-training, and career advancement. CABT courses, certificates, and the AS Degree are stepping-stones to a variety of professional careers in business and technology.

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 management, spreadsheets, databases, word processing, and customer relationship management. A degree in CABT can lead to careers in human resources, public administration, marketing, medical facility management, or small business administration.

Skills Certificates:

- Business Information Worker Level II
- Computer Proficiency
- Office Software
- Sales and Records Management Support
- Social Media

Certificates of Achievement:

- Computer Applications /Business Technology
- Administrative Support
- Business Information Worker Level I

A.S. Degree:

- Computer Applications/Business Technology

Career Opportunities in CABT

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, spread-

sheets, 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.

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 complex electronic and paper-based correspondence and documents.
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.
4. Actively assist in implementing general office procedures, including records management.
5. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity.
6. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

A.S. General Education (21 units)

CABT Core Courses (34.5 - 36.5 units)		Units
CABT 31	Microsoft Word	3
or		
CABT 132	Beginning/Intermediate Documents	2
and		
CABT 133	Advanced Documents	2
CABT 41	Microsoft Excel	3
or		
CABT 43	Beginning/Intermediate Spreadsheets	2
and		
CABT 44	Advanced Spreadsheets	2
CABT 100	Business Technology & Procedures	3
CABT 101	Computer Proficiency	3
CABT 105	Records and Information Management	3
CABT 108	Social Media for Business	3.5
CABT 109	Customer Service and Human Relations	2
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
CABT 110B	Computer Keyboarding-Numbers/Symbols	0.5
CABT 118	Using Microsoft Windows	1
CABT 121	Effective Presentations	3
CABT 157	Business and Technical Writing	3
CABT 160	Outlook and Internet for the Workplace	2
CABT 171	Customer Relationship Management Tech I	2
CABT 172	Customer Relationship Management Tech II	2
Any course numbered 1-199		2.5 - 4.5
Recommended Electives:		
CABT 161	Creating a Simple Website	1.5
ACCT 163	Quickbooks	3
CABT 199C	Work Experience	1-4
CABT 110C	Computer Keyboarding-Speed Development	0.5

Total Units **60**

Computer Applications/Business Technology 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 complex electronic and paper-based correspondence and documents.
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.
4. Actively assist in implementing general office procedures, including records management.
5. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity.
6. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

CABT Core Courses (34.5 - 36.5 units)

CABT 31	Microsoft Word	3
or		
CABT 132	Beginning/Intermediate Documents AND	
CABT 133	Advanced Documents	4
CABT 41	Microsoft Excel	3
or		
CABT 43	Beginning/Intermediate Spreadsheets AND	
CABT 44	Advanced Spreadsheets	4
CABT 100	Business Technology & Procedures	3
CABT 101	Computer Proficiency	3
CABT 105	Records and Information Management	3
CABT 108	Social Media for Business	3.5
CABT 109	Customer Service and Human Relations	2
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
CABT 110B	Computer Keyboarding-Numbers/Symbols	0.5
CABT 118	Using Microsoft Windows	1
CABT 121	Effective Presentations	3
CABT 157	Business and Technical Writing	3
CABT 160	Outlook and Internet for the Workplace	2
CABT 171	Customer Relationship Mgt Technology I	2
CABT 172	Customer Relationship Mgt Technology II	2

Total Units **34.5 - 36.5**

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 complex electronic and paper-based correspondence and documents.
3. Actively assist in implementing general office procedures, including records management.
4. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity.
5. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

CABT Core Courses (31-33 units)

CABT 31 or CABT 132 and CABT 133	Microsoft Word3	
CABT 41 or CABT 43 and CABT 44	Beginning/Intermediate Documents2	
CABT 100	Advanced Documents2	
CABT 101	Microsoft Excel3	
CABT 105 or CABT 109	Beginning/Intermediate Spreadsheets2	
CABT 110A	Advanced Spreadsheets2	
CABT 110B	Business Technology & Procedures3	
CABT 118	Computer Proficiency3	
CABT 121	Records and Information Management3	
	Customer Service and Human Relations2	
	Computer Keyboarding-Alphabet Keys 0.5	
	Computer Keyboarding-Numbers/Symbols 0.5	
	Using Microsoft Windows 1	
	Effective Presentations3	
CABT 157	Business and Technical Writing3	
CABT 160	Outlook and Internet for the Workplace2	
CABT 171	Customer Relationship Mgt Technology I2	
CABT 199C	Career Work Experience Education2	

Total Units

31 - 33

Business Information Worker Certificate of Achievement

This certificate can be completed in a learning community. To learn more or apply, go to go.cabrillo.edu/cabt/.

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 complex electronic and paper-based correspondence and documents.
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.
4. Actively assist in implementing general office procedures, including records management
5. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity.
6. Demonstrate the ability to competently use a wide variety of office equipment, including computers, peripherals, and non-computerized office machines.

Required Courses (23 - 25 units)

CABT 31 or CABT 132 and CABT 133	Microsoft Word3	
CABT 41 or CABT 43 and CABT 44	Beginning/Intermediate Documents2	
CABT 100	Advanced Documents2	
CABT 101	Microsoft Excel3	
CABT 105 or CABT 109	Beginning/Intermediate Spreadsheets2	
CABT 110A	Business Technology & Procedures3	
CABT 110B	Computer Proficiency3	
CABT 118	Customer Service and Human Relations2	
CABT 156 or ENGL 1A/1AH/1AMC/1AMCH/ESL 1A.....3	Computer Keyboarding-Alphabet Keys 0.5	
CABT 157	Computer Keyboarding-Numbers/Symbols 0.5	
CABT 160	Using Microsoft Windows 1	
	Writing for the Workplace3	
	Effective Presentations3	
	Business and Technical Writing3	
	Outlook and Internet for the Workplace2	

Total Units

23 - 25

Business Information Worker II Skills Certificate

The Business Information Worker Level II Certificate prepares students for entry-level careers in business and professional workplace settings. The Business Information Worker Certificate Level II adds intermediate and advanced level skills, while expanding the scope of the beginning skills found in the Level I. 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. CABT courses, certificates, and the AS Degree are stepping-stones to a variety of professional careers in business and technology.

Learning Outcomes

1. Productively work as a team member with people of diverse experiences and backgrounds in a workplace environment.
2. Use the Internet, a wide variety of current and emerging computer applications and standard business procedures to compute, analyze business performance, and solve problems.
3. Actively assist in implementing general office procedures, including records management
4. Demonstrate high and efficient qualities of self-management and self-awareness in terms of workplace responsibility and productivity.

Required Courses	Units
CABT 41 Microsoft Excel.....	3
or	
CABT 44 Advanced Spreadsheets	2
CABT 105 Records and Information Mgt	3
CABT 121 Effective Presentations	3
ACCT 163 Using Quickbooks	3
CABT 171 Customer Relationship Management Tech.....	2
Total Units	13 - 14

Computer Proficiency 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	Units
CABT 101 Computer Proficiency	3
CABT 110A Computer Keyboarding-Alphabet Keys	0.5
CABT 110B Computer Keyboarding-Numbers/Symbols	0.5
Total Units	4

Office Software Skills Certificate

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 complex electronic and paper-based correspondence and documents.
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.

Required Courses	Units
CABT 31 Microsoft Word	3
or	
CABT 132 Beginning/Intermediate Documents	2
and	
CABT 133 Advanced Documents	2
CABT 41 Microsoft Excel.....	3
or	
CABT 43 Beginning/Intermediate Spreadsheets	2
and	
CABT 44 Advanced Spreadsheets	2
CABT 105 Records and Information Management	3
CABT 108 Social Media for Business	3.5
CABT 121 Effective Presentations	3
CABT 160 Outlook and Internet for the Workplace	2
Total Units	17.5 - 19.5

Customer Relationship Mgt (CRM) Skills Certificate

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. CABT courses, certificates, and the AS Degree are stepping-stones to a variety of professional careers in business and technology.

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 complex electronic and paper-based correspondence and documents.
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.

Required Courses	Units
CABT 41 Microsoft Excel.....	3
or	
CABT 44 Advanced Spreadsheets	2
CABT 105 Records and Information Management	3
CABT 108 Social Media for Business	3.5
CABT 109 Customer Service and Human Relations	2
CABT 171 Customer Relationship Management Tech I	2
CABT 172 Customer Relationship Management Tech II	2
Total Units	14.5 - 15.5

Social Media 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.

Required Courses

	Units
CABT 100 Business Technology & Procedures	3
CABT 108 Social Media for Business	3.5
CABT 161 Creating a Simple Web Site.....	1.5

Total Units

8

Digital Literacy Certificate of Competency

The certificate of competency in digital literacy is designed to accompany courses that prepare students for the workforce. The noncredit courses needed for completion introduce students to basic computer skills, library research, and web-based resources.

Learning Outcomes

Demonstrate and apply basic computer technology skills necessary for the completion of college course work, including basic file management, e-mail, document creation, use of library tools, use of Microsoft Word for document creation, and Internet research. Apply basic technology skills to identify, locate, retrieve, evaluate, and use a variety of reliable information sources, both print and electronic, for specific college courses or course-related work. Understand and employ conventions of acknowledging the work of others.

Required Courses

CABT 400	Digital Literacy I
or	
LIBR 400	Digital Literacy I
and	
CABT 401	Digital Literacy II
or	
LIBR 401	Digital Literacy II

Beginning Technology Skills Certificate of Competency

The certificate of completion in beginning technology skills is designed to assist students in courses that prepare them for the workforce. The noncredit courses needed for completion introduce students to beginning computer technology skills in a supportive, self-paced computer lab environment.

Learning Outcomes

Apply fundamental and beginning computer technology skills necessary for the basic operation of a printer and a desktop computer, including opening and closing programs, and saving files in a variety of locations. Demonstrate awareness of current human and technology resources available to students in the Aptos and/or Watsonville Computer Technology Center (CTC).

Required Courses

CABT 405	Beginning Technology Skills I
and	
CABT 406	Beginning Technology Skills II

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.

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– 3 hours Laboratory

Prerequisite: CABT 110A and CABT 106 or equivalent skills.

Recommended Preparation: CABT 118 or CABT 101 or equivalent skills; 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). May be offered in a Distance-Learning Format. See the Schedule of Classes for the 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 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 43 Beginning/Intermediate Spreadsheets

2 units; 2 hours Lecture, 1 hours Laboratory

Prerequisite: CABT 101 or equivalent experience.

Recommended Preparation: CABT 110A or equivalent experience; Eligibility for MATH 154.

Repeatability: May be taken a total of 1 time.

Covers beginning to intermediate features of leading spreadsheet software, such as Microsoft Excel and Google Sheets, including creating, organizing, formatting, and managing spreadsheets, as well as sorting data, producing charts, and solving case studies in business and technical fields. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

CABT 44 Advanced Spreadsheets

2 units; 2 hours Lecture, 1 hour Laboratory

Prerequisite: CABT 43 or equivalent spreadsheet experience.

Recommended Preparation: Eligibility for MATH 154.

Repeatability: May be taken a total of 1 time.

Teaches advanced features of leading spreadsheet software, such as Microsoft Excel and Google Sheets, including collaborating on shared workbooks, advanced functions and tools for data analysis. May be offered in a Distance-Learning Format.

Transfer Credit: Transfers to CSU.

CABT 100 Business Technology & Procedures

3 units; 3 hours Lecture, 2.5 hours Laboratory

Prerequisite: CABT 110A and CABT 101 or CABT 38 or equivalent experience.

Repeatability: May be taken a total of 1 time.

Consolidates the integrated use of business technology in a modern business environment. Topics include the development of coordinated portfolios of business documents based on understanding of computer applications, business equipment, and business procedures. 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: Non-transferable.

CABT 101 Computer Proficiency

3 units; 3 hours Lecture, 2 hours Laboratory

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. 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: Non-transferable.

CABT 102 Spreadsheet Calculations

1 unit; 3 hours Laboratory

Recommended Preparation: Eligibility for MATH 154.

Repeatability: May be taken a total of 1 time.

Introduces solving business problems using spreadsheet software, Excel or Google sheets, in a self-paced course format. Covers efficient and accurate data entry, basic functions and formulas, mixed operations, percentages, sorting, and formatting, as well as critical assessment of spreadsheets. Enrollment is permitted through the twelfth week of instruction. May be offered in a Distance-Learning format. Open Entry/ Open Exit.

Transfer Credit: Non-transferable.

CABT 105 Records and Information Management

3 units; 3 hours Lecture, 1 hour Laboratory

Recommended Preparation: CABT 101 or equivalent skills; CABT 110A; CABT 110B.

Repeatability: May be taken a total of 1 time.

Teaches records information management for electronic and physical records; includes database software used for records management, security, and solving common records information management problems. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). May be offered in a Distance-Learning Format.

Transfer Credit: Non-transferable.

CABT 106 Introduction to Computers at Cabrillo

0.5 unit; 0.5 hour Lecture

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.

Transfer Credit: Non-transferable.

CABT 107 Applied Computer Skills

1.5 – 3 units; 1.5 – 3 hours Lecture, 1 – 3 hours Laboratory

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.

Transfer Credit: Non-transferable.

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.

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.

Transfer Credit: Non-transferable.

CABT 109 Customer Service and Human Relations

2 units; 2 hours Lecture, 1 hour Laboratory

Repeatability: May be taken a total of 1 time.

Teaches professional customer service skills, professional conduct, and positive problem-solving for modern workplace settings. 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 details about this course offering.

Transfer Credit: Non-transferable.

CABT 110A Computer Keyboarding-Alphabet Keys

0.5 unit; 1.5 hours Laboratory

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.

Transfer Credit: Non-transferable.

CABT 110B Computer Keyboarding-Numbers/Symbols

0.5 unit; 1.5 hours Laboratory

Prerequisite: CABT 110A or equivalent skills.

Recommended Preparation: Eligibility for ENGL 100 or ESL 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.

Transfer Credit: Non-transferable.

CABT 110C Computer Keyboarding-Speed Development

0.5 unit; 1.5 hours Laboratory

Prerequisite: CABT 110B or equivalent skills.

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.

Transfer Credit: Non-transferable.

CABT 111 Using Speech Recognition Software

1 unit; 1 hour Lecture, 2 hours Laboratory

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.

Transfer Credit: Non-transferable.

CABT 118 Using Microsoft Windows

1 unit; 1 hour Lecture, 0.5 hour Laboratory

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. May be offered in a Distance-Learning or Open-entry Format.

Transfer Credit: Non-transferable.

CABT 121 Effective Presentations

3 units; 3 hours Lecture, 1 hour Laboratory

Recommended Preparation: CABT 101.

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.

Transfer Credit: Non-transferable.

CABT 132 Beginning/Intermediate Documents

2 units; 2 hours Lecture, 1 hour Laboratory

Recommended Preparation: CABT 101 or equivalent experience.

Repeatability: May be taken a total of 1 time.

Teaches beginning and intermediate document creation skills, including formatting and layout of documents, using styles and themes, working with images, and professional document standards in Microsoft Word, Google Docs, and other modern document creation programs. May be offered in a Distance-Learning Format.

Transfer Credit: Non-transferable.

CABT 133 Advanced Documents

2 units; 2 hours Lecture, 1 hour Laboratory

Recommended Preparation: CABT 132 or equivalent experience.

Repeatability: May be taken a total of 1 time.

Covers the expert features of modern word processing software necessary to produce complex, professional-quality business documents. May be offered in a Distance-Learning Format.

Transfer Credit: Non-transferable.

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.

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.

Transfer Credit: Non-transferable.

CABT 157 Business and Technical Writing

3 units; 3 hours Lecture

Prerequisite: CABT 156.

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.

Transfer Credit: Non-transferable.

CABT 160 Outlook & Internet for the Workplace

2 units; 2 hours Lecture, 1 hour Laboratory
 Repeatability: May be taken a total of 1 time.

Teaches Microsoft Outlook for email, calendaring, project management and meeting scheduling, and Internet skills for the modern workplace. Some of the class hours for this course may be scheduled as To Be Arranged (TBA). May be offered in a Distance-Learning Format. See the Schedule of Classes for the details about this course offering.

Transfer Credit: Non-transferable.

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.

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.

Transfer Credit: Non-transferable.

CABT 171 Customer Relationship Management Technology I

2 units; 2 hours Lecture, 1 hour Laboratory

Repeatability: May be taken a total of 1 time.

Teaches technical and problem-solving skills used by sales representatives, administrators, and office administrative assistants in current customer relationship management (CRM) technology, including data management, sales and marketing, security practices, reporting, and automated workflow. 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: Non-transferable.

CABT 172 Customer Relationship Management Technology II

2 units; 2 hours Lecture, 1 hour Laboratory

Teaches technical and problem-solving skills used by sales representatives, administrators, and office administrative assistants in current customer relationship management (CRM) technology, including system and security settings, data modeling, standardization and automation of sales, marketing, communication, and workflow. 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: Non-transferable.

CABT 190AZ Special Topics in Computer Applications/Business Technology

0.5 – 3 units; 0.5 – 3 hours Lecture, 0.25 – 1.5 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. 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.

Transfer Credit: Non-transferable.

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.

Transfer Credit: Non-transferable.

CABT 290AZ 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.

Transfer Credit: Non-transferable.

CABT 400 Digital Literacy I

0 units; 9 hours Laboratory

Provides an introduction to basic computer skills, library research, and web-based campus resources, contextualized for specific courses. Overview of computer lab, local library, e-mail, document creation, file management, books, library databases, website evaluation, and citation as they relate to course assignments. May be offered in Open Entry/Open Exit format.

CABT 401 Digital Literacy II

0 units; 9 hours Laboratory

Continues the introduction to basic computer skills, library research, and web-based campus resources, contextualized for specific courses. Provides an introduction to campus computer labs and library, learning management systems, e-mail, document creation, file management, books and e-books, library databases, source evaluation, and citation as they relate to assignments for Cabrillo College courses. May be offered in Open Entry/Open Exit format.

CABT 405 Beginning Technology Skills I

0 units; 8 hours Laboratory

Beginning computer technology skills taught in a supportive, self-paced computer lab environment. May be offered in an Open Entry/Open Exit format.

CABT 406 Beginning Technology Skills II

0 units; 8 hours Laboratory

Prerequisite: CABT 405 or related experience.

Continuing beginning computer technology skills taught in a supportive, self-paced computer lab environment. May be offered in an Open Entry/Open Exit format.