

CBOT 432 Introduction to Computer Applications

CBOT 432 INTRODUCTION TO COMPUTER APPLICATIONS

Introduction to file, folder, and database management; word processing; spreadsheets; and presentation software. The course covers creating, formatting and organizing documents and spreadsheets; using functions and formulas; building simple databases to organize information; and transferring files between applications, all on the Windows platform. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 3

Hours/semester: 48-54 Lecture; 96-108 Homework

Transfer Credit: CSU

