CBOT 432 Introduction to Computer Applications

**CBOT 432 INTRODUCTION TO COMPUTER APPLICATIONS**

Introduction to critical skills and concepts of file management, word processing, spreadsheets, database management, and presentation software. Learn to navigate Windows, manage files and folders, create and format documents, create and format spreadsheets, use essential functions and formulas, design and build simple databases to organize information, and integrate files between applications. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

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

**Transfer Credit:** CSU