

# Computer Business Office Technology

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## CBOT 415 BEGINNING COMPUTER KEYBOARDING

An overview of correct keyboarding techniques using the alphabetic and numeric keys as well as the numeric keypad on the computer. Computer software is used to aid in developing a minimum keyboarding speed of 20 words per minute. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

**C-ID:** BSOT 110 X

## CBOT 417 SKILL BUILDING

This course provides Individualized instruction to develop speed, technique, and accuracy in touch typing. The course uses diagnostic software to analyze students' strokes and prescribe remediation drills. Students practice their keyboarding skills on business-related documents. *Pass/No Pass Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Prerequisites:** Completion of, or concurrent enrollment in, CBOT 415 or equivalent.

**Transfer Credit:** CSU

**C-ID:** BSOT 120 X

## 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

## CBOT 435 SPREADSHEETS

Building worksheets using formulas and functions to solve business problems. The course covers formatting; creating formulas including nested formulas; applying mixed, relative and absolute references; building charts; using multiple worksheets, solver, and data tables; using and analyzing list data; using what-if analysis, scenario management; and creating workbooks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

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

**Transfer Credit:** CSU

**C-ID:** BSOT 112 X; BSOT 122 X

## CBOT 448 USING MICROSOFT WINDOWS

Students learn the Windows operating system, and work with programs and file management. The course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

## CBOT 457 USING POWERPOINT IN BUSINESS

Learn to create and edit presentations; insert pictures, charts, tables, and SmartArt Graphics; create and customize themes; prepare for slide show delivery; customize images; use Slide Master; work with advanced animation, hyperlinks, and action buttons; and integrate contents from other sources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Transfer Credit:** CSU

## CBOT 470 ADVANCED SPREADSHEETS

Provides instruction in the application of spreadsheet functions such as pivot tables, forms, macros, and advanced functions for business applications. Additional instruction in the use of specialized text and database functions. Other topics include the use of templates, managing workbook changes, and comparing and merging workbooks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** CBOT 435



**Transfer Credit:** CSU

### CBOT 472 BEGINNING WORD PROCESSING

Covers the basic Word skills of creating, editing, and formatting documents; working with reports and multi-page documents; using tables, columns, and graphics; using templates and Mail Merge; and using custom styles and Building Blocks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

### CBOT 474 INTERMEDIATE WORD PROCESSING

Work with tables, pictures and shapes; edit and review documents using comments and track changes; learn how to integrate other office applications with Word; use mail merge, templates, and macros; use content controls to create forms; master documents, and desktop publishing and graphics features. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Prerequisites:** Completion of, or concurrent enrollment in CBOT 472 or equivalent.

**Transfer Credit:** CSU

### CBOT 475 USING OUTLOOK

Outlook is a personal information management program that helps organize a wide range of tasks within an office environment. Includes sending and receiving messages and managing the Inbox, scheduling appointments and meetings using the Calendar, creating and managing tasks and journal entries using Outlook with other Office applications and using Outlook with the Internet. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Transfer Credit:** CSU

**C-ID:** BSOT 106 X

### CBOT 476 ADOBE ACROBAT

Learn to create, convert, store, and transport documents from various software programs using Adobe Acrobat. The course covers Adobe Reader, security and password protection, consolidation of PDF files into one Adobe PDF file, application of final edits and modifications to enhance those files. Also, learn to create online documents and

interactive forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 48-54 Homework

**Recommended:** Working knowledge of using a computer and its operating system.

**Transfer Credit:** CSU

### CBOT 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

