Computer Business Office Technology

**CBOT 415 BEGINNING COMPUTER KEYBOARDING**
This course is an overview of correct keyboarding techniques using the alphabetic, numeric keys, and 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 skill-building instruction designed to develop speed, proper techniques, and accuracy in touch typing by using software with a diagnostic component to analyze each student's misstrokes and prescribe individualized remediation drills. Students apply their keyboarding skills to 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 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

**CBOT 435 SPREADSHEETS**
Students plan and build 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, data tables, using and analyzing list data, using What-if Analysis, scenario management, and managing 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 multiple-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
Students learn Outlook, 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