

**COMPUTER APPLICATIONS/BUSINESS TECHNOLOGY**

**CABT 38 Introduction to Microsoft Office**

Covers basic and intermediate features of the Microsoft Office suite for producing professional documents and presentations: Word (word processing), Excel (spreadsheet), PowerPoint (presentation), and Access (database). Prerequisite: CABT 110A, CABT 106 (or equivalent experience). Recommended Preparation: CABT 118 or CABT 101 (or equivalent experience).

*Transfer Credit:* CSU.

Section	Days	Times	Units	Instructor	Room
65168	T	09:30AM-12:35PM	3.00	R.Leonard	507
&	Arr.	Arr.		B.Durland	1400

+ 4 hr 5 min open lab per week.

66585	TH	06:00PM-09:05PM	3.00	B.Sebastian	Wat4550
&	Arr.	Arr.		M.Nogueira	Wat4510

+ 4 hr 5 min open lab per week.

**CABT 41 Excel for Windows**

Covers intermediate features of Microsoft Excel, including creating and managing spreadsheets, charts, small databases and use of Excel with the Internet. Recommended Preparation: CABT 106 (may be taken concurrently) or recent computer course using Windows; CABT 110A or basic typing skills; Eligibility for MATH 154.

*Transfer Credit:* CSU.

Section	Days	Times	Units	Instructor	Room
65169	T	06:00PM-09:05PM	3.00	B.Sebastian	Wat4530
&	Arr.	Arr.		M.Nogueira	Wat4510

+ 4 hr 5 min open lab per week.

65170	TH	06:00PM-09:05PM	3.00	A.Lande	507
&	Arr.	Arr.		B.Durland	1400

+ 4 hr 5 min open lab per week.

**CABT 100 Business Technology and Procedures**

Introduces business procedures and office equipment with an emphasis on the integrated use of technology in a modern business environment. Corequisite: CABT 110A and CABT 101 or equivalent skills. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
65136	W	09:30AM-12:35PM	3.00	B.Zeip	507
&	Arr.	Arr.		B.Durland	1400

+ 4 hr 5 min open lab per week.

**CABT 101 Computer Proficiency**

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. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
65137	TH	09:30AM-12:35PM	3.00	S.Larson	Wat4550
&	Arr.	Arr.		M.Nogueira	Wat4510

+ 4 hr 5 min open lab per week.

65138	T	06:00PM-09:05PM	3.00	S.Larson	507
&	Arr.	Arr.		B.Durland	1400

+ 4 hr 5 min open lab per week.

**CABT 102 10-KEY Calculator**



Teaches the 10-key touch system using electronic calculators to solve typical business problems and applications in a self-paced course format. Orientation required. See Orientation Schedule at end of the CABT listing. Recommended Preparation: Eligibility for MATH 154.

Section	Days	Times	Units	Instructor	Room
65140	Arr.	Arr.	1.00	S.Larson	OL

Section 65140 is an ONLINE course. For details, see instructor's web page at [www.cabrillo.edu/services/disted/](http://www.cabrillo.edu/services/disted/) "Distance Courses."

65139	Arr.	Arr.	1.00	S.Larson	1400
-------	------	------	------	----------	------

3 hr 5 min open lab per week.

65141	Arr.	Arr.	1.00	S.Larson	Wat4510
-------	------	------	------	----------	---------

3 hr 5 min open lab per week.

**CABT 103A Data Entry on Computer**



Teaches keyboarding alphabetic and numeric data for computer-based data entry in a hands-on, self-paced format. Orientation required. See Orientation Schedule at end of the CABT listing. Recommended Preparation: CABT 110B or equivalent skills.

Section	Days	Times	Units	Instructor	Room
65143	Arr.	Arr.	1.00	S.Larson	OL

Section 65143 is an ONLINE course. For details, see instructor's web page at [www.cabrillo.edu/services/disted/](http://www.cabrillo.edu/services/disted/) "Distance Courses."

65142	Arr.	Arr.	1.00	S.Larson	1400
-------	------	------	------	----------	------

3 hr 5 min open lab per week.

65144	Arr.	Arr.	1.00	S.Larson	Wat4510
-------	------	------	------	----------	---------

3 hr 5 min open lab per week.

**CABT 103B Advanced Data Entry**



Develops speed and accuracy in keyboarding alphabetic and numeric data for computer-based data entry in a hands-on, self-paced format. Focuses on data entry for payroll systems, sales and purchase orders and accounts receivable/accounts payable. Orientation required. See Orientation Schedule at end of the CABT listing. Prerequisite: CABT 103A.

Section	Days	Times	Units	Instructor	Room
65147	Arr.	Arr.	1.00	S.Larson	OL

Section 65147 is an ONLINE course. For details, see instructor's web page at [www.cabrillo.edu/services/disted/](http://www.cabrillo.edu/services/disted/) "Distance Courses."

65145	Arr.	Arr.	1.00	S.Larson	1400
-------	------	------	------	----------	------

3 hr 5 min open lab per week.

65146	Arr.	Arr.	1.00	S.Larson	Wat4510
-------	------	------	------	----------	---------

3 hr 5 min open lab per week.

**CABT 106 Introduction to the Cabrillo Computer Labs**

Introduces the use of computers in the Cabrillo College computer labs for beginning computer users.

Section	Days	Times	Units	Instructor	Room
65148	SSU	09:00AM-01:05PM	0.50	A.Lande	507

Meets one weekend 2/20-2/21.

## Cabrillo College *Schedule of Classes* – Spring 2010

### **CABT 110A Computer Keyboarding- Alphabet Keys**

Covers alphabetic keyboarding skills using the touch technique in a hands-on, self-paced format. Orientation required. See Orientation Schedule at end of the CABT listing. Pass/No Pass grading only.

Section	Days	Times	Units	Instructor	Room
65150	Arr.	Arr.	0.50	S.Larson	OL
Section 65150 is an ONLINE course. For details, see instructor's web page at <a href="http://www.cabrillo.edu/services/disted/">www.cabrillo.edu/services/disted/</a> "Distance Courses."					
65149	Arr.	Arr.	0.50	S.Larson	1400
1 hr 20 min open lab per week.					
65151	Arr.	Arr.	0.50	S.Larson	Wat4510
1 hr 20 min open lab per week.					

### **CABT 110B Computer Keyboarding–Numbers/Symbols**

Develops speed using the alphanumeric keyboard, including numbers, symbols, and the numeric keypad in a hands-on, self-paced format. Pass/No Pass grading only. Orientation required. See Orientation Schedule at end of the CABT listing. Prerequisite: CABT 110A or equivalent skills.

Section	Days	Times	Units	Instructor	Room
65153	Arr.	Arr.	0.50	S.Larson	OL
Section 65153 is an ONLINE course. For details, see instructor's web page at <a href="http://www.cabrillo.edu/services/disted/">www.cabrillo.edu/services/disted/</a> "Distance Courses."					
65152	Arr.	Arr.	0.50	S.Larson	1400
1 hr 20 min open lab per week.					
65154	Arr.	Arr.	0.50	S.Larson	Wat4510
1 hr 20 min open lab per week.					

### **CABT 110C Computer Keyboarding-Speed Development**

Develops increasing speed and accuracy using the alphabetic keyboard in a hands-on, self-paced format. Pass/No Pass grading only. Orientation required. See Orientation Schedule at end of the CABT listing. Prerequisite: CABT 110A or equivalent skills. Repeatability: May be taken a total of 4 times. Students may repeat to increase speed in 10 words per minute increments.

Section	Days	Times	Units	Instructor	Room
65157	Arr.	Arr.	0.50	S.Larson	OL
Section 65157 is an ONLINE course. For details, see instructor's web page at <a href="http://www.cabrillo.edu/services/disted/">www.cabrillo.edu/services/disted/</a> "Distance Courses."					
65155	Arr.	Arr.	0.50	S.Larson	1400
1 hr 20 min open lab per week.					
65156	Arr.	Arr.	0.50	S.Larson	Wat4510
1 hr 20 min open lab per week.					

### **CABT 111 Using Speech Recognition Software**

Covers the use of speech recognition software to control the computer using voice commands in a hands-free environment.

Section	Days	Times	Units	Instructor	Room
66746	W	10:00AM-12:05PM	1.00	C.Ingel	1402
&	Arr.	Arr.		B.Durland	1400
Meets 8 weeks, 2/10-4/7. Holiday 3/31. + 4 hr 5 min open lab per day.					
66747	T	01:00PM-03:05PM	1.00	C.Ingel	1402
&	Arr.	Arr.		B.Durland	1400
Meets 8 weeks, 4/13-6/1. + 4 hr 5 min open lab per day.					

### **CABT 131 Microsoft Word**

Covers the basic, intermediate, and expert features of the word processing program Microsoft Word necessary to produce professional quality business documents. Prerequisites: CABT 110A or equivalent keyboarding experience and CABT 106 or equivalent computer experience. Recommended Preparation: CABT 118 or CABT 101 or equivalent computer experience.

Section	Days	Times	Units	Instructor	Room
65159	M	09:30AM-12:35PM	3.00	B.Zeip	507
&	Arr.	Arr.		B.Durland	1400
+ 5 hr 10 min open lab per week.					
65158	T	09:30AM-12:35PM	3.00	B.Zeip	Wat4550
&	Arr.	Arr.		M.Nogueira	Wat4510
+ 5 hr 10 min open lab per week.					

### **CABT 157 Business and Technical Writing**

Focuses on writing, organizing, and editing business and technical documents. Prerequisite: Eligibility for ENGL 1A or completion of CABT 156.

Section	Days	Times	Units	Instructor	Room
65160	W	06:00PM-09:05PM	3.00	STAFF	507
&	Arr.	Arr.		B.Durland	1400
+ 3 hr 5 min open lab per week.					

### **CABT 161 Creating a Simple Web Site**

Covers creation of simple web sites with easy-to-use tools; includes basic graphics, photo editing, HTML commands, uploading to the Internet, and maintaining a site. For professional web development courses, see the Digital Media program. Recommended Preparation: CABT 101 or CABT 160 or equivalent computer and internet skills.

Section	Days	Times	Units	Instructor	Room
65162	M	06:00PM-09:05PM	2.00	D.Ambrosini	507
&	Arr.	Arr.		B.Durland	1400
Meets 11 weeks 3/8-5/24. Holiday 3/29. + 6 hr 5 min open lab per day.					

### **CABT 162 Preparing for Online Classes**

Covers basic computer skills for success in online classes, including uploading/downloading files, e-mail attachments, browser basics, and using online materials. Pass/No Pass grading only.

Section	Days	Times	Units	Instructor	Room
66851	S	09:00AM-01:05PM	0.50	K.Atkins	1302
Meets 2 Saturdays 2/20 and 2/27.					

### **CABT 190AP Basic Word Processing for Academic Papers**

Focuses on essential word processing skills to produce and format college reports, term papers and other college assignments, including pagination, line spacing, headers, footers, and footnotes.

Section	Days	Times	Units	Instructor	Room
66589	M	02:00PM-03:40PM	1.50	S.Hammond	507
&	Arr.	Arr.		B.Durland	1400
Meets 13 weeks 2/22-5/24. Holiday 3/29. Students must enroll in the Digital Bridge Academy. For information regarding Digital Bridge Academy, see Digital Management Career Preparation in the Schedule of Classes or call (831) 477-3340. + 5 hr 35 min open lab per week.					

**CABT 210 Basic Computer Keyboarding**  

Introduces basic alphabetic keyboarding skills in a hands-on, self-paced format. Orientation required. See Orientation Schedule at end of the CABT listing. Pass/No Pass grading only. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
65164	Arr.	Arr.	0.50	S.Larson	1400

1 hr 20 min open lab per week.

**CABT 215 Introduction to Using the Computer/  
Introduccion Al Uso de la Computadora**

Offers basic instruction in word processing, e-mail, World Wide Web, Windows operating system, and basic functions of a computer system including hands-on lab time with an instructor; for students with no previous computer experience.

Section	Days	Times	Units	Instructor	Room
66590	T	01:30PM-05:10PM	3.00	C.Diaz	507
&	Arr.	Arr.		B.Durland	1400

Meets 13 weeks 2/23-5/25. Holiday 3/30. Students must enroll in the Digital Bridge Academy. For information regarding Digital Bridge Academy, see Digital Management Career Preparation in the *Schedule of Classes* or call (831) 477-3340. + 5 hr 5 min open lab per week.

65165	TH	06:30PM-09:35PM	3.00	C.Diaz	Wat4530
&	Arr.	Arr.		M.Nogueira	Wat4510

Section 65165 will be taught bilingually. + 4 hr 5 min open lab per week.

**CABT 272 Assistive Technology Instruction**

Covers essential computer skills for students with disabilities or ergonomic needs, including voice recognition, screen reading, screen magnification, and text-to-speech software. Recommended Preparation: Eligibility for Disabled Student Programs and Services. Repeatability: May be taken 4 times.

Section	Days	Times	Units	Instructor	Room
65166	T	10:30AM-11:20AM	1.00	C.Ingel	1402
&	TH	10:30AM-11:35AM		C.Ingel	1402

**CABT 280 Kurzweil 3000 for College Success**

Introduces Kurzweil 3000 software for converting text to spoken language, including use for word processing, writing development, and improvement of study and test-taking skills; appropriate for students with learning disabilities. Repeatability: May be taken 2 times.

Section	Days	Times	Units	Instructor	Room
65167	MW	01:00PM-01:50PM	1.00	C.Ingel	1402
&	Arr.	Arr.		C.Ingel	1402

+ 50 min open lab per week.

**Orientation Schedule: CABT Open Entry Classes**

A group orientation is highly recommended. If you cannot attend a listed orientation, call (831) 479-6277 or email cabt@cabrillo.edu for alternate orientations.

**Keyboarding CABT 110A, 110B, 110C**

**Aptos, Building 1400**

Monday, February 8.....	1-2PM
Tuesday, February 9.....	12-1PM or 6-7PM
Thursday, February 11.....	10-11AM; 2-3PM or 6-7PM
Wednesday February 17.....	11AM-12PM or 5-6PM
Friday, February 19.....	10-11AM
Tuesday, February 23.....	7-8PM

**Watsonville, WATS 4510**

Monday, February 8.....	6-7PM
Tuesday, February 9.....	11AM-12PM
Thursday, February 11.....	5-6PM
Thursday, February 18.....	6-7PM
Saturday, February 20.....	10-11AM

**10-Key Calculator CABT 102**

**Aptos, Building 1400**

Wednesday, February 10.....	11AM-12PM or 5-6PM
Tuesday February 16.....	11AM-12PM
Thursday, February 18.....	3-4PM

**Watsonville, WATS 4510**

Thursday February 11.....	3-4PM
Tuesday, February 16.....	1-2PM
Thursday, February 18.....	3-4PM

**Data Entry CABT 103A, 103B**

**Aptos, Building 1400**

Wednesday, February 10.....	12-1PM or 6-7PM
Tuesday, February 16.....	12-1PM or 6-7PM
Thursday, February 18.....	4-5PM

**Watsonville, WATS 4510**

Tuesday, February 9.....	1-2PM
Tuesday, February 16.....	12-1PM
Thursday, February 18.....	4-5PM
Saturday, February 20.....	12-1PM