

**COMPUTER APPLICATIONS/BUSINESS TECHNOLOGY****Interested in gaining computer skills for your next career?**

CABT offers courses, certificates, and a degree program to meet your needs.

**Wondering where to start?**

We recommend all career-minded students start with CABT 101, Computer Proficiency, for a solid grounding in computer skills.

**Need more information?**

Contact our department at [cabt@cabrillo.edu](mailto:cabt@cabrillo.edu) or visit our website for more details!

**CABT 38 Introduction to Microsoft Office**

Covers intermediate features of the Microsoft Office suite for producing professional documents and presentations including Word, Excel, PowerPoint, and Access.

Prerequisite: CABT 110A and CABT 106 or equivalent skills. Recommended Preparation: CABT 118 or CABT 101 or equivalent skills; Eligibility for MATH 154.

Transfer Credit: Transfers to CSU

| Section | Days | Times | Units | Instructor | Room |
|---------|------|-------|-------|------------|------|
| 1       | Arr. | Arr.  | 3.00  | K.Ram      | OL   |

Section 1-(102210) is an ONLINE course. For details, see instructor's web page at [go.cabrillo.edu/online](http://go.cabrillo.edu/online).

| Section | Days      | Times                  | Units | Instructor             | Room        |
|---------|-----------|------------------------|-------|------------------------|-------------|
| 2 &     | F<br>Arr. | 9:30AM-12:35PM<br>Arr. | 3.00  | K.Skaria<br>M.Nogueira | 507<br>1400 |

+ 2 hr 5 min open lab per week. Students must be enrolled in the Medical Assistant Learning Community. For information, see web page at [go.cabrillo.edu/amap](http://go.cabrillo.edu/amap).

**CABT 41 Excel**

Covers intermediate features of Microsoft Excel, including creating and managing spreadsheets, charts, small databases, and simple pivot tables. Hybrid Requisite: Completion of or concurrent enrollment in CABT 106 or equivalent computer skills.

Recommended Preparation: CABT 110A or equivalent basic keyboarding skills; Eligibility for MATH 154.

Transfer Credit: Transfers to CSU

| Section | Days | Times | Units | Instructor | Room |
|---------|------|-------|-------|------------|------|
| 1       | Arr. | Arr.  | 3.00  | K.Ram      | OL   |

CABT 41-1-(102211) is an ONLINE course. For details, see instructor's web page at [go.cabrillo.edu/online](http://go.cabrillo.edu/online).

**CABT 100 Business Technology and Procedures**

Consolidates the integrated use of business technology in a modern business environment. Prerequisite: CABT 110A and CABT 101 and CABT 38.

| Section | Days | Times          | Units | Instructor | Room |
|---------|------|----------------|-------|------------|------|
| 1       | T    | 9:30AM-12:35PM | 3.00  | J.Verred   | 507  |
| &       | Arr. | Arr.           |       | M.Nogueira | 1400 |

+ 2 hr 25 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.

| Section | Days | Times          | Units | Instructor | Room    |
|---------|------|----------------|-------|------------|---------|
| 1       | TH   | 9:00AM-12:05PM | 3.00  | E.Green    | WatA330 |
| &       | Arr. | Arr.           |       | E.Green    | WatA310 |

+ 2 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. Recommended Preparation: Eligibility for MATH 154.

| Section | Days | Times | Units | Instructor | Room |
|---------|------|-------|-------|------------|------|
| 1       | Arr. | Arr.  | 1.00  | J.Verred   | 1400 |

3 hr 5 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing.

| Section | Days | Times | Units | Instructor | Room    |
|---------|------|-------|-------|------------|---------|
| 2       | Arr. | Arr.  | 1.00  | J.Verred   | WatA310 |

3 hr 5 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing.

**CABT 107 Applied Computer Skills**

Provides selected computer skills to meet the needs of specific groups of students, including, as appropriate, Word, Excel, PowerPoint, file management, e-mail, Internet research and using online course material.

| Section | Days | Times         | Units | Instructor | Room |
|---------|------|---------------|-------|------------|------|
| 1       | TTH  | 1:30PM-2:45PM | 2.00  | R.Norden   | 516  |
| &       | Arr. | Arr.          |       | M.Nogueira | 1400 |

Meets 12 weeks 2/20-4/5 and 4/17-5/24. Holidays 3/27 and 3/29. Students must also enroll in the Academy for College Excellence. For more information regarding the Academy for College Excellence, see Digital Management Career Preparation in the Schedule of Classes or call (831) 477-3340. + 40 min lab arranged per day in the CTC.

**CABT 108 Social Media for Business**

Introduces tools for applying social media to business, including social networking sites, contact management tools, web conferencing, and writing for social media.

Prerequisite: CABT 101 or equivalent experience. Recommended Preparation: CABT 161, CABT 157.

| Section | Days | Times | Units | Instructor | Room |
|---------|------|-------|-------|------------|------|
| 1       | Arr. | Arr.  | 3.50  | J.Verred   | OL   |

CABT 108-1-(102187) is an ONLINE course. Meets 15 weeks, 2/5-5/26. For details, see instructor's web page at [go.cabrillo.edu/online](http://go.cabrillo.edu/online).

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

Covers alphabetic keyboarding skills using the touch technique in a hands-on, self-paced format. Pass/No Pass grading only.

| Section | Days | Times | Units | Instructor | Room    |
|---------|------|-------|-------|------------|---------|
| 2       | Arr. | Arr.  | 0.50  | J.Verred   | WatA310 |

1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing.

| Section | Days | Times | Units | Instructor | Room |
|---------|------|-------|-------|------------|------|
| 1       | Arr. | Arr.  | 0.50  | J.Verred   | 1400 |

1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing.

**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. Prerequisite: CABT 110A or equivalent skills.

| Section   | Days | Times | Units | Instructor | Room    |
|---|------|-------|-------|------------|---------|
| 1   | Arr. | Arr.  | 0.50  | J.Vered    | 1400    |
| 1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |
| 2   | Arr. | Arr.  | 0.50  | J.Vered    | WatA310 |
| 1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |

**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. Prerequisite: CABT 110B or equivalent skills.

| Section   | Days | Times | Units | Instructor | Room    |
|---|------|-------|-------|------------|---------|
| 2   | Arr. | Arr.  | 0.50  | J.Vered    | WatA310 |
| 1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |
| 1   | Arr. | Arr.  | 0.50  | J.Vered    | 1400    |
| 1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |

**CABT 118 Using Microsoft Windows**

Covers the fundamental use of the PC and the Windows operating system including file management, simple troubleshooting, running and installing programs, customizing the desktop, and using Windows accessory programs such as WordPad, Paint, and Internet Explorer.

| Section  | Days | Times | Units | Instructor  | Room |
|--|------|-------|-------|-------------|------|
| 1  | Arr. | Arr.  | 1.00  | L.Printzian | OL   |
| CABT 118-1-(104182) is an ONLINE course. Meets 8 weeks, 4/2-5/26. For details, see instructor's web page at <a href="http://go.cabrillo.edu/online">go.cabrillo.edu/online</a> . |      |       |       |             |      |

**CABT 157 Business and Technical Writing**

Teaches techniques for composing, organizing, editing, and revising business and technical writing. Prerequisite: CABT 156.

| Section  | Days | Times          | Units | Instructor  | Room |
|--|------|----------------|-------|-------------|------|
| 1  | Arr. | Arr.           | 3.00  | L.Printzian | OL   |
| CABT 157-1-(102194) is an ONLINE course. For details, see instructor's web page at <a href="http://go.cabrillo.edu/online">go.cabrillo.edu/online</a> .                  |      |                |       |             |      |
| 2  | TH   | 9:30AM-12:35PM | 3.00  | D.Burum     | 507  |
| Students must be enrolled in the Medical Assistant Learning Community. For information, see web page at <a href="http://go.cabrillo.edu/amap">go.cabrillo.edu/amap</a> . |      |                |       |             |      |

**CABT 160 Outlook and Internet for the Workplace**

Teaches Microsoft Outlook for email, calendaring, project management and meeting scheduling, and Internet skills for the modern workplace.

| Section  | Days | Times | Units | Instructor  | Room |
|--|------|-------|-------|-------------|------|
| 1  | Arr. | Arr.  | 2.00  | L.Printzian | OL   |
| CABT 160-1-(102197) is an ONLINE course. Meets 10 weeks, 1/29-4/13. For details, see instructor's web page at <a href="http://go.cabrillo.edu/online">go.cabrillo.edu/online</a> . |      |       |       |             |      |

**CABT 161 Creating a Simple Web Site**

Covers creation of simple websites with easy-to-use tools; includes basic graphics, photo editing, HTML commands, uploading and maintaining a web site. Recommended Preparation: CABT 101 or CABT 160 or equivalent computer and Internet skills.

| Section   | Days | Times         | Units | Instructor  | Room |
|---|------|---------------|-------|-------------|------|
| 1   | T    | 6:00PM-8:25PM | 1.50  | A.Blumeneau | 507  |
| &   | Arr. | Arr.          |       | M.Nogueira  | 1400 |
| Meets 10 weeks 3/13-5/22. Holiday 3/27. + 1 hr 30 min open lab per day. |      |               |       |             |      |

**CABT 210 Basic Computer Keyboarding**

Introduces basic alphabetic keyboarding skills in a hands-on, self-paced format. Pass/No Pass grading only.

| Section   | Days | Times | Units | Instructor | Room |
|---|------|-------|-------|------------|------|
| 1   | Arr. | Arr.  | 0.50  | J.Vered    | 1400 |
| 1 hr 20 min open lab per week. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |      |

**CABT 505 Beginning Technology Skills I**

Beginning computer technology skills taught in a supportive, self-paced computer lab environment.

| Section  | Days | Times | Units | Instructor | Room    |
|--|------|-------|-------|------------|---------|
| 1  | Arr. | Arr.  | 0.00  | J.Vered    | 1400    |
| 8 hours open lab. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |
| 2  | Arr. | Arr.  | 0.00  | J.Vered    | WatA310 |
| 8 hours open lab. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |

**CABT 506 Beginning Technology Skills II**

Continuing beginning computer technology skills taught in a supportive, self-paced computer lab environment. Prerequisite: CABT 505 or related experience.

| Section  | Days | Times | Units | Instructor | Room    |
|--|------|-------|-------|------------|---------|
| 2  | Arr. | Arr.  | 0.00  | J.Vered    | WatA310 |
| 8 hours open lab. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |
| 1  | Arr. | Arr.  | 0.00  | J.Vered    | 1400    |
| 8 hours open lab. Open entry/Open exit. Students may register through 12th week. Orientation required: see information at the end of the CABT listing. |      |       |       |            |         |

**Orientations for CABT Open Entry Classes (CABT 102, 110ABC, 210)**

An orientation is required during the first two weeks of the semester. Find the orientation schedule:

1. Online at: <http://www.cabrillo.edu/academics/cabt/orientations.html>
2. In the Computer Technology Centers in Aptos or Watsonville.
3. By calling (831) 479-6277 during the semester.
4. By emailing [CABT@cabrillo.edu](mailto:CABT@cabrillo.edu).

If you cannot attend a scheduled orientation, call or email as indicated above for alternative orientations or for information about how to add a class.