

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 or visit our website for more details!

CABT 31 Microsoft Word

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

Transfer Credit: Transfers to CSU

Section	Days	Times	Units	Instructor	Room
98009	Arr.	Arr.	3.00	K.Ram	OL

Section 98009 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online.

98010	TH	9:30AM-12:35PM	3.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400

+ 2 hr 5 min open lab per week.

98008	TH	9:30AM-12:35PM	3.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400

Students must be enrolled in the Computer Applications/Business Technology Learning Community. For information, see web page at go.cabrillo.edu. + 2 hr 5 min open lab per week.

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
98011	F	9:30AM-12:35PM	3.00	J.Vered	507
&	Arr.	Arr.		M.Nogueira	1400

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

98012	TH	6:00PM-9:05PM	3.00	D.Nagid	507
&	Arr.	Arr.		M.Nogueira	1400

+ 2 hr 5 min open lab per week.

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
98014	Arr.	Arr.	3.00	K.Ram	OL

Section 98014 is an ONLINE course. For details, see instructor's web page at go.cabrillo.edu/online.

98016	T	6:00PM-9:05PM	3.00	D.Nagid	2502
&	Arr.	Arr.		M.Nogueira	1400

+ 2 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.

Section	Days	Times	Units	Instructor	Room
97982	M	9:30AM-12:35PM	3.00	J.Vered	515
&	Arr.	Arr.		M.Nogueira	1400

Students must be enrolled in STARS First Year Experience program. For information, call (831) 477-3340 or see www.cabrillostars.org. + 2 hr 5 min open lab per week.

97984	T	9:30AM-12:35PM	3.00	J.Vered	507
&	Arr.	Arr.		M.Nogueira	1400

+ 2 hr 5 min open lab per week.

97985	T	9:30AM-12:35PM	3.00	J.Vered	507
&	Arr.	Arr.		M.Nogueira	1400

Students must be enrolled in the Computer Applications and Business Technology Learning Community. + 2 hr 5 min open lab per week.

97986	TH	6:00PM-9:05PM	3.00	J.Vered	WatA350
&	Arr.	Arr.		L.Printzian	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
97987	Arr.	Arr.	1.00	L.Printzian	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.					
97988	Arr.	Arr.	1.00	L.Printzian	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
97991	TTH	11:20AM-12:40PM	2.00	R.Norden	WatA330
&	Arr.	Arr.		R.Norden	WatA330
Meets 12 weeks 9/19-10/26 and 11/7-12/14. Holiday 11/23. Students must be enrolled 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. + 50 min lab arranged per day.					

97989	TTH	1:30PM-2:50PM	2.00	R.Norden	515
&	Arr.	Arr.		R.Norden	515
Meets 12 weeks 9/19-10/26 and 11/7-12/14. Holiday 11/23. Students must be enrolled 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. + 50 min lab arranged per day.					

CABT 109 Customer Service and Human Relations

Teaches professional customer service skills, professional conduct, and positive problem-solving for modern workplace settings.

Section	Days	Times	Units	Instructor	Room
97993	M	9:00AM-11:05AM	2.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400
+ 50 min open lab per week.					
97992	M	9:00AM-11:05AM	2.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400
Students must be enrolled in the Computer Applications/Business Technology Learning Community. + 50 min open lab per week.					

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
97995	Arr.	Arr.	0.50	L.Printzian	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.					
97994	Arr.	Arr.	0.50	L.Printzian	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
97996	Arr.	Arr.	0.50	L.Printzian	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.					
97997	Arr.	Arr.	0.50	L.Printzian	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
97999	Arr.	Arr.	0.50	L.Printzian	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.					
97998	Arr.	Arr.	0.50	L.Printzian	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
98001	M	12:00PM-12:50PM	1.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400
Covers Windows 10. + 30 min open lab per week.					
98000	M	12:00PM-12:50PM	1.00	C.Ingel	507
&	Arr.	Arr.		M.Nogueira	1400
Students must be enrolled in the Computer Applications and Business Technology Learning Community. Covers Windows 10. + 30 min open lab per week.					

CABT 121 Effective Presentations

Covers current presentation software and techniques for in-person and virtual presentations. Recommended Preparation: CABT 101.

Section	Days	Times	Units	Instructor	Room
98002	W	9:30AM-12:35PM	3.00	J.Vered	515
&	Arr.	Arr.		M.Nogueira	1400
Computer classroom. + 50 min open lab per week.					

CABT 156 Writing for the Workplace

Provides instruction in effective, mechanically and grammatically correct workplace written communication. Recommended Preparation: CABT 110A or equivalent keyboarding skills; CABT 101 or equivalent computer skills.

Section	Days	Times	Units	Instructor	Room
98004	F	9:30AM-12:35PM	3.00	C.Ingel	2502

Computer classroom.

98003 F 9:30AM-12:35PM 3.00 C.Ingel 2502
Students must be enrolled in the Computer Applications and Business Technology Learning Community. Computer classroom.

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
98005	W	9:30AM-12:35PM	3.00	C.Ingel	507

Students must be enrolled in the Medical Assistant Learning Community. For information, see web page at go.cabrillo.edu/amap.

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
98007	Arr.	Arr.	0.50	L.Printzian	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 501 Digital Literacy II

Continues the introduction to basic computer skills, library research, and web-based campus resources, contextualized for specific courses. Provides an introduction to campus computer labs and library, learning management systems, e-mail, document creation, file management, books and e-books, library databases, source evaluation, and citation as they relate to assignments for Cabrillo College courses. Repeatability: This course may be repeated.

Section	Days	Times	Units	Instructor	Room
98019	M	1:00PM-2:05PM	0.00	J.Vered	515

Meets 8 weeks, 8/28-10/23. Holiday 9/4. Required enrollment in ENGL 100 Section 98437. Students must be enrolled in the STARS First Year Experience program. For more information, call (831) 477-3290 or see www.cabrillostars.org.

98020 TH 1:00PM-2:05PM 0.00 J.Vered 516
Meets 8 weeks, 8/31-10/19. Required enrollment in ENGL 100 Section 98437. Students must be enrolled in the STARS First Year Experience program. For more information, call (831) 477-3290 or see www.cabrillostars.org.

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
99782	Arr.	Arr.	0.00	L.Printzian	1400

8 hrs arranged. Open Entry/Open Exit. Students may register through the 12th week.

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
99783	Arr.	Arr.	0.00	L.Printzian	1400

8 hrs arranged. Open Entry/Open Exit. Students may register through the 12th week.

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.

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.