

COMPUTER APPLICATIONS/OFFICE

CAT-1A

Business Etiquette

1.00 unit
CSU

Prerequisite: None

Description: Practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors. Includes the essentials of appropriate and professional business communications and protocols using email, text, phone, portable devices, video and teleconferencing, and social media in the workplace. 18 hours lecture. (Letter grade, or Pass/No Pass option.)

CAT-3

Computer Applications for Business

3.00 units
CSU

Prerequisite: None.

Description: Introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-3) (Letter Grade, or Pass/No Pass option)

CAT-30

Business English

3.00 units

Prerequisite: None.

Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-80.

Description: An introduction to the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling used in business communications. Basic principles of business writing are introduced. 54 hours of lecture. (Letter Grade, or Pass/No pass option.)

CAT-30A

Business English 30A

1.00 unit

Prerequisite: None

Description: The mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 18 hours lecture. (Letter grade only)

CAT-31

Business Communication Fundamentals

3.00 units
CSU

(C-ID:BSOT 126 X)

Prerequisite: None.

Advisory: CAT-30.

Description: This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication by providing practical applications. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, email, and workplace communication while developing critical thinking skills. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional level reports. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-34A

Introduction to Word

1.50 units
CSU

Prerequisite: None.

Description: Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-34A.)(Letter Grade, or Pass/No Pass option.)

CAT-36A
Legal Office Procedures I **3.00 units**
CSU

Prerequisite: None.

Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.

Description: Designed to train students for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

CAT-36B
Legal Office Procedures II **3.00 units**
CSU

Prerequisite: None.

Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.

Description: Designed to train students for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

CAT-37
Legal Terminology **3.00 units**
CSU

Prerequisite: None.

Description: A comprehensive study of the meaning, spelling, pronunciation, and current use of legal terms and their application to legal documents and procedure. Legal documents will be evaluated and edited for correct application of terms, definitions, and appropriated grammar. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-38
Legal Word Processing and Forms **3.00 units**
CSU

Prerequisite: None.

Advisory: CAT-80 or CIS-80.

Description: Preparing legal documents and electronic forms utilized in a law office. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-50
Beginning Computer Keyboarding **3.00 units**
CSU

Prerequisite: None.

Description: Develops motor coordination and keyboarding mastery on computers. Includes an introduction to personal and business keyboarding using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option)

CAT-51
Intermediate Keyboarding/Document Format Formatting **3.00 units**
CSU
(C-ID:BSOT 120 X)

Prerequisite: None.

Advisory: CAT-50.

Description: Mastery of professional keyboarding skills and document production. Emphasis placed on increasing speed, improving accuracy, developing and applying formatting skills and document production techniques using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-53**Keyboarding Fundamentals**

(C-ID:BSOT 110 X)

1.00 unit*Prerequisite: None.*

Description: Develops basic alpha/numeric keyboarding skills. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-55**Applied Accounting/Bookkeeping****3.00 units**

CSU

Prerequisite: None.

Description: An introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Same as ACC-55) (Letter Grade, or Pass/No Pass option.)

CAT-61**Professional Office Procedures****3.00 units**

CSU

*Prerequisite: None.**Advisory: CAT-3 and CAT-31 and CAT-51.*

Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

CAT-62**Records Management****3.00 units**

CSU

*Prerequisite: None.**Advisory: CIS-62 or CSC-62.*

Description: An introduction to records information management filing, storage, and retrieval methods for physical and electronic records. Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Emphasis is placed on the use of electronic media to create and store documents. Requires the use of Microsoft Access for electronic records management. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

CAT-65**Introduction to Microsoft Powerpoint**

(C-ID:BSOT 114 X)

1.50 units

CSU

Prerequisite: None.

Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CIS 65) (Letter Grade, or Pass/No Pass option.)

CAT-79**Introduction to Adobe Illustrator****3.00 units**

CSU

Prerequisite: None.

Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-79) (Letter Grade, or Pass/No Pass option)

CAT-80

Word Processing: Microsoft Word for Windows
(C-ID:BSOT 111 X; BOST 121 X; BOST 131 X)

3.00 units
CSU

Prerequisite: None.

Advisory: CAT-51.

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CIS-80) (Letter grade only)

CAT-84

Word Processing: Wordperfect for Windows

3.00 units

Prerequisite: None.

Advisory: CAT-51.

Description: Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (Same as CIS-84) (TBA option)(Letter grade only)

CAT-90

Microsoft Outlook

3.00 units
CSU

Prerequisite: None.

Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-90) (Letter grade, or Pass/No Pass option)

CAT-91

Microsoft Project

3.00 units
CSU

Prerequisite: None.

Description: This course utilizes Microsoft Project to build, track, and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking, and information analysis using Microsoft Project. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-91) (Letter grade only)

CAT-92

Adobe Acrobat
(C-ID:BSOT 125 X)

1.50 units
CSU

Prerequisite: None

Description: Provides a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotation and editing of files plus interactive forms. Distribution and management of PDFs is also covered. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

CAT-93

Computers for Beginners

3.00 units

Prerequisite: None.

Description: A practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation, and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-93) (Letter Grade, or Pass/No Pass option.)

CAT-95A

Introduction to the Internet - Living Online

1.50 units
CSU

Prerequisite: None.

Description: Introduction to concepts and skills needed to effectively use the Internet and/or work in a networked environment and maximize communication, education, collaboration, and social interactions in a safe and ethical manner. The course content aligns with the Internet Core Competency Certification (IC3) Global Standard 5 (GS5) Living Online exam, a component exam of the IC3 Digital Literacy Certification. 27 hours lecture and 18 hours lab. (TBA option) (Same as CIS-95A) (Letter grade only)

CAT-98A**Introduction to Excel**
(C-ID:BSOT 112 X)**1.50 units**
CSU*Prerequisite: None.*

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-98A) (Letter Grade, or Pass/No Pass option)

CAT-98B**Advanced Excel****1.50 units**
CSU*Prerequisite: CAT/CIS-98A.*

Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Same as CIS-98B) (Letter Grade, or Pass/No Pass option)

CAT-200**Computer Applications and Office Technology Work Experience****1.00 - 4.00 units**
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

CAT-808**Critical Thinking, Problem Solving and Decision Making****0 units***Prerequisite: None.*

Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Same as PDS-808) (Pass/No Pass only)

CAT-809**Business Writing in a Technological World****0 units***Prerequisite: None.*

Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Same as PDS-809) (Pass/No Pass only)

CAT-810**Time Management****0 units***Prerequisite: None.*

Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Same as PDS-810) (Pass/No Pass only)

CAT-811**High Impact Presentations and Proposals For the Work Place****0 units***Prerequisite: None.*

Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Same as PDS-811) (Pass/No Pass only)

CAT-812**Workplace Communication Strategies****0 units***Prerequisite: None.*

Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Same as PDS-812) (Pass/No Pass only)

CAT-814**Business Skills: Professional Communication Basics****0 units***Prerequisite: None*

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as BUS-814) (Pass/No Pass only)

CAT-817**Business Skills: Professional Self-Management****0 units***Prerequisite: None*

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as BUS-817) (Pass/No Pass only)

CAT-831**Word Processing Skills: Editing and Formatting Documents****0 units***Prerequisite: None*

Description: Skill development in the use of word processing software to edit and format documents. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

CAT-832**Spreadsheet Skills: Creating and Formatting Workbooks****0 units***Prerequisite: None*

Description: Skill development in the use of spreadsheet software to create and edit worksheets, workbooks, and basic formulas. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

CAT-833**Presentation Software Skills: Creating and Formatting Presentations****0 units***Prerequisite: None*

Description: Skill development in the use of presentation graphics software to create and format basic presentations. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

CAT-841**Mosprep: Microsoft Office Word-Expert Exam Preparation****0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Word to navigate and format documents, create tables, indexes, and multipage reports, work with Templates, Themes, and Styles, use Mail Merge, and manage long documents.*

Description: Preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Word Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Word Expert exam. Course provides students, educators, project managers, business information workers, and educators to apply the necessary skills to use the advanced features of Word for document and content management, and advanced formatting to documents such as business plans, research papers, books, specialized brochures, and mass mailings. A single, free Microsoft Office Word Expert Exam will be administered at the end of the course. Course repeatability is unlimited. However there is a limit to one free exam per student regardless of number of times the course is repeated. 9 hours lecture and 9 hours laboratory. (TBA option) (Pass/No Pass only)

CAT-842**Mosprep: Microsoft Office Excel Expert Exam Preparation****0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Excel to create, manage, and distribute spreadsheets, customize the Excel environment, and use templates, financial charts and tables.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Excel Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Excel Expert exam. The course provides students, educators, accountants, financial analysts, data analysts, and business information workers training and practice to apply skills to the advanced features of Excel for enhanced productivity, data analysis, financial charts, tables, and inventory schedules. A single, free Microsoft Office Excel Expert Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

CAT-843**Mosprep: Microsoft Office Powerpoint Core Exam Preparation****0 units***Prerequisite: None**Advisory: Previous experience using Microsoft PowerPoint to create, edit, and enhance presentations and slideshows.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) PowerPoint Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS PowerPoint Core exam. The course provides students, educators, and business information workers training and practice to apply skills to professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. A single, free Microsoft Office PowerPoint Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

CAT-844**Mosprep: Microsoft Office Access Core Exam Preparation****0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Access to create and maintain database tables, queries, forms, and reports.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Access Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Access Core exam. The course provides students, educators, and business information workers training and practice to apply skills to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries. A single, free Microsoft Office Access Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

CAT-845**Mosprep: Microsoft Office Outlook Core Exam Preparation****0 units***Prerequisite: None**Advisory: Previous experience using Microsoft Outlook to create and edit professional-looking email messages, maintain calendars across time zones, schedule tasks, create calendars, schedule appointments, and organize and manage contacts.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Outlook Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Outlook Core exam. The course provides students, educators, and business information workers training and practice to apply skills to enhance professional correspondence, send messages for marketing campaigns, plan staff meetings, and assign meeting action items. A single, free Microsoft Office Outlook Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

CAT-846**Access Skills: Creating and Using Tables****0 units***Prerequisite: None.*

Description: Use of database software to create, edit, and use database tables. 3 hours lecture and 6 hours laboratory. (same as CIS-846) (Pass/No Pass only)

CAT-898**Windows, File Management, Internet, and Canvas Basics****0 units***Prerequisite: None.*

Description: Use Windows to manage files, directories, folders, and settings. Use system tools, including task manager, file compression, and snipping tool. Internet skills for safe browsing, basic security, and cloud storage. Canvas navigation and tools for better classroom experience. 9 hours lecture and 9 hours laboratory. (Same as CIS-898) (Pass/No Pass only)