

COMPUTER BUSINESS APPLICATIONS (CBA)

CBA G101 1 Unit (36 lab hours)

Computer Keyboarding, Introduction, Part 1

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course introduces the basic computer keyboard layout and teaches keyboarding concepts using touch techniques and symbol-key reaches. The course assumes that the student has never had formal keyboarding instruction. The student will also learn some basic word processing concepts to make keyboarding quick and easy. Graded or Pass/No Pass option.

CBA G120 2 Units (18 lecture hours; 27 lab hours)

Quickbooks Pro

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

QuickBooks Pro is a Business Accounting course designed to assist the student and entrepreneur interested in using the computer to keep accounting books in good order and in making sound business decisions based on financial reports. Business accounting records are set up to handle chart of accounts, merchandise, customers and receivables, vendors and payables, banking, and reports. Graded or Pass/No Pass option.

CBA G145 2 Units (27 lecture hours; 27 lab hours)

Introduction To Computers

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course provides a hands-on introduction to computer concepts. Students will learn the fundamentals of computer hardware and software, file management, and web navigation. Students will also get an introduction to the Windows Operating system as well as Microsoft Office. Overall, students will attain computer literacy and comprehend the importance of technology in today's world to be able to purchase or update computers in an appropriate setting. This course is designed for students who have no prior experience with computers. Graded or Pass/No Pass option.

CBA G149 2 Units (27 lecture hours; 27 lab hours)

Microsoft Outlook

Advisory: Proper keyboarding and basic computer skills are suggested.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly: Outlook. This course teaches students to use the Microsoft Outlook application. Students will learn to use Outlook to communicate through email, create and store contacts, and schedule appointments and tasks. Topics include setting the Outlook environment, organizing the Inbox and folders, creating and formatting item content, as well as work with the Tasks and Notes modules. This course prepares students for the Outlook Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G152 3 Units (36 lecture hours; 54 lab hours)

Microsoft Windows

Advisory: CBA G145.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

Formerly: MS Windows. This course provides a hands-on comprehensive introduction to the Microsoft Windows operating system environment. Students will learn how to organize and manage files in file explorer, personalize the Windows environment, work with multi-media files, and establish mobile computing networks. Other computing aspects such as web navigation within Windows, the Windows email platform, Windows security features, and utilizing system information to improve the computer's operational performance will also be explored. Graded or Pass/No Pass option.

CBA G155 2 Units (27 lecture hours; 27 lab hours)

Microsoft WORD, Introduction

Advisory: Keyboarding experience would be helpful.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course will prepare students to use Microsoft Word to create professional documents. Topics include creating and formatting content, sharing and maintaining documents, applying page layout, and reusing content. In addition, students will also learn how to insert objects in a document, apply references and hyperlinks, and perform mail merge operations. This course, together with CBA G156, cover the skills needed to prepare for the Word Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G156 2 Units (27 lecture hours; 27 lab hours)

WORD, Intermediate

Advisory: CBA G155.

Grading Mode: Standard Letter, Pass/No Pass

Transfer Credit: CSU.

This course will prepare students to use intermediate and advanced features of WORD to create tables; insert graphics and create SmartArt and charts; apply and modify styles; create footnotes, endnotes, outlines, indexes, and tables of content; create comments and hyperlinks. Topics include using styles and creating multilevel lists and charts; creating web pages and using advanced proofing options; building documents from reusable content and revising documents using markup tools. This course, together with CBA G155, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G157 **2 Units (18 lecture hours; 27 lab hours)**
WORD, Advanced
Advisory: CBA G156.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will prepare students to build on their knowledge of the basic and intermediate features of WORD to produce agendas, letterheads, envelopes, business cards, contact disk labels, calendars, flyers and announcements, brochures, and other specialty documents. Students will also work with templates, wizards, page layout, graphic features, Mail Merge, WordArt, and layout design to create desktop publishing documents. Graded or Pass/No Pass option.

CBA G160 **2 Units (27 lecture hours; 27 lab hours)**
Microsoft EXCEL, Introduction
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will prepare students to use Microsoft Excel to create and edit professional spreadsheets. Topics include creating cell data, formatting cells and worksheets, and applying formulas and functions. In addition, students will also learn how to analyze and organize data, present data visually by creating charts, manage the worksheet and workbook environment and share workbooks. This course, together with CBA G161, cover the skills needed to prepare for the Excel Core Microsoft Office Specialist Exam (MOS). Keyboarding and basic computing skills are suggested. Graded or Pass/No Pass option.

CBA G161 **2 Units (27 lecture hours; 27 lab hours)**
EXCEL, Intermediate
Advisory: CBA G160.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will prepare students to use intermediate to advanced features of EXCEL to audit and validate workbook data; consolidate data and link workbooks and worksheets; work with external data sources; create data tables, pivot tables, and pivot charts; use templates; and work with macros. Topics include using financial and lookup functions, define names, and validate data; managing large workbooks and using advanced sorting and filtering; and creating charts, diagrams, and templates. This course, together with CBA G160, reviews the skills needed to prepare for the EXCEL Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G165 **2 Units (27 lecture hours; 27 lab hours)**
ACCESS, Introduction
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will prepare students to use MS Office ACCESS to design and create a database by creating tables, determining the Primary keys, any additional fields, and determining and implementing relationships between tables; and design and create queries, forms, and reports. Topics include managing the Access environment; building tables; building forms; creating and managing queries; and designing reports. This course, together with CBA G166, reviews the skills needed to prepare for the ACCESS Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G166 **2 Units (27 lecture hours; 27 lab hours)**
ACCESS, Intermediate
Advisory: CBA G165 or equivalent experience.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will prepare students to use intermediate to advanced skills of MS Office ACCESS. Topics include enhancing tables, queries, forms, and reports; building links, relationships, and indexes; designing and building advanced queries, forms, and reports; managing import and export specifications; using mail merge and advanced navigation techniques; using special controls and tools for check boxes, combo boxes, tab controls, and add hyperlinks; creating and editing macros and modules. This course, together with CBA G165, reviews the skills needed to prepare for the ACCESS Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G170 **2 Units (27 lecture hours; 27 lab hours)**
Powerpoint, Introduction
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course prepares students to use POWERPOINT to create and edit professional-looking presentations as well as enhance presentations with clip art, pictures, shapes, and Word Art. Topics include creating a slide presentation; working with graphical and multimedia elements; creating charts and tables; applying transitions and animations; collaborating on presentations; preparing presentations for delivery; and delivering presentations. This course, together with CBA G171, reviews the skills needed to prepare for the POWERPOINT Core Microsoft Office Specialist Exam (MOS). Proper keyboarding and basic computer skills are suggested. Graded or Pass/No Pass option.

CBA G171 **2 Units (27 lecture hours; 27 lab hours)**
Powerpoint, Intermediate
Advisory: CBA G170 or equivalent knowledge.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course prepares students to use POWERPOINT at the intermediate to advanced level. Topics include creating templates and reviewing, publishing, and protecting presentations; applying advanced graphic techniques and inserting audio and video; and delivering presentations. Students learn customizing colors and effects; layering and grouping techniques; animating and using multimedia effects; customizing themes and slide masters; preparing presentations for delivery and electronic distribution. This course, together with CBA G170, reviews the skills needed to prepare for the POWERPOINT Core Microsoft Office Specialist Exam (MOS). Graded or Pass/No Pass option.

CBA G181 **4 Units (54 lecture hours; 54 lab hours)**
MS Office
Advisory: Proper keyboarding and basic computer skills are suggested.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course covers computer business applications used in today's businesses to create, edit, and format various documents, spreadsheets, databases, and presentations. Learn how to create professional-looking documents using WORD; develop and create spreadsheets with formulas and charts using EXCEL; create slide show presentations with multimedia effects using POWERPOINT; design, create, and organize data with tables, queries, forms, and reports using ACCESS; integrate files and data among WORD, EXCEL, ACCESS, and POWERPOINT. This course, together with CBA G183, reviews the skills needed to prepare for the Core Microsoft Office Specialist (MOS) Exams for Word, Excel, Access, and PowerPoint. Graded or Pass/No Pass option.

CBA G183 **4 Units (54 lecture hours; 54 lab hours)**
MS Office, Intermediate
Advisory: CBA G181 or equivalent.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course covers computer business applications used in today's businesses using intermediate to advanced features and functionality of Microsoft Office to create, edit, and format various business documents, spreadsheets, databases, and presentations. Students will learn how to use styles, lists, charts, web pages, advanced proofing options, and markup tools using WORD; use advanced functions, sorting, and filtering options, and create charts, diagrams, and templates using EXCEL; enhance tables, queries, forms, and reports using ACCESS; and apply advanced graphic, audio, and video techniques using POWERPOINT. This course, together with CBA G181, reviews the skills needed to prepare for the Core Microsoft Office Specialist Exams (MOS) for Word, Excel, Access, and PowerPoint. Graded or Pass/No Pass option.

CBA G190 **1.5 Units (18 lecture hours; 27 lab hours)**
Internet, Introduction
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course provides hands-on experience using the most popular Internet browsers and email tools. Emphasis will be placed on topics related to searching the Web and downloading data, including search engines, digital rights management, online storage providers, Web-based collaboration services, working with email, and protecting a computer from viruses. Proper keyboarding skills and basic understanding of computer concepts is recommended prior to enrolling in this course. Graded or Pass/No Pass option.

CBA G192C **1-4 Units (60-300 other hours)**
Cooperative Work Experience - Occupational
Grading Mode: Standard Letter
Transfer Credit: CSU.

This course will enable students to earn college unit(s) on-the-job by learning or improving knowledge or skills related to their educational or occupational goals. Occupational Cooperative Work Experience (CWE) is discipline-specific in that students' job and learning objectives relate to the Work Experience course. Students can work in either paid or unpaid (Internship) positions. Student may earn up to 4 CWE units per semester, maximum of 16 CWE combined units while at GWC. Units are awarded upon achievement of approved learning objectives and completion of required hours worked. Each unit of credit requires paid employees to document 75 hours. A volunteer or unpaid employee requires 60 hours for each unit of credit during the semester. Student must have: 1. Consent of academic program faculty and division dean. 2. Consent of CWE Program Coordinator or designee. 3. Working in a job directly related to college major or career goal. Graded.

CBA G195 **1.5 Units (18 lecture hours; 27 lab hours)**
Acrobat, Introduction
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course is designed for students who wish an introductory, hands-on experience with Adobe Acrobat software, which has become the essential tool for universal electronic document exchange. Students will learn to convert existing documents to an interactive multi-platform Portable Document Format (PDF) file that can be distributed electronically; to create Adobe PDF from Web pages; to use Acrobat Professional in the document review cycle; to put documents online; and to use Acrobat to fill out forms. With Adobe Acrobat students will be able to publish any document in PDF, preserving the exact look and content of the original and making its content available to any user who has downloaded the free Acrobat Reader computer program readily available on the Internet. Graded or Pass/No Pass option.

CBA G196 **2 Units (18 lecture hours; 27 lab hours)**
Overview Of Web Design
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course presents an overview of the fundamentals of Web design including some of the broad concepts and practices necessary for good Web design. Students will briefly review the historical, technical, and practical aspects of Web design, and will be introduced to basic Web design concepts. Graded or Pass/No Pass option.