**COURSE DESCRIPTIONS**

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES (CAOT)**

1 Computer Keyboarding I (3) CSU

**Lecture, 2 hours; Laboratory, 3 hours.**

This course provides basic training in proper keyboard technique and use of the computer to build speed and accuracy. Correct keying of letters, envelopes, tables, memorandums, and reports is also introduced, as well as proofreading with accuracy.

2 Computer Keyboarding II (3) CSU

**Advisory: CAOT 1 or CAOT 62.**

**Lecture, 2 hours; Laboratory, 3 hours.**

Note: Entering students should be able to key 30 gross words a minute.

This course provides a thorough training in keying business and personal letters, tables, manuscripts, and memorandums on computers using word processing software. Emphasis is placed on keyboarding techniques, improving speed and accuracy on timed writings, and developing proofreading skills.

3 Computer Keyboarding III (3) CSU

**Advisory: CAOT 2.**

**Lecture, 2 hours; Laboratory, 3 hours.**

Note: Ability to key 40 gross words per minute.

Note: First semester students should take CAOT 2.

This course provides advanced training in creating decision-making production assignments. Medical and legal office applications are introduced, along with designing and creating office forms and publications for various industries. Continued emphasis is placed on skill building, language arts exercises, speed and accuracy.

9 Computer Keyboarding Improvement (1) CSU PRT

**Advisory: CAOT 1 or CAOT 62.**

**Laboratory, 3 hours.**

Note: This is not a beginning course; ability to key 30 gross words per minute is suggested.

This course is designed to improve keyboarding speed and accuracy through timed writings, corrective drills, and production using PCs and special speed-building software.

23 Legal Office Procedures I (5)

**Advisory: CAOT 2.**

**Lecture, 5 hours.**

This course covers law office procedures for the legal secretary including discussion of different kinds of law practices; legal office staff and technology used in today’s law firm; development of legal vocabulary and legal correspondence; the history of law and of the court structure; codes and court rules; and preparation of civil lawsuit pleadings from initial filing to trial.

24 Legal Office Procedures II (5)

**Advisory: CAOT 2 and 23.**

**Lecture, 5 hours.**

This course covers law office procedures for the legal secretary, including procedures for federal court filings; preparation of dissolutions of marriage and prenuptial agreements; discussion and processing of adoption forms and of Last Wills and Testaments; identifying criminal law practice procedures; library search of statutes and codes; development of writing citations; review of Latin terminology; review of resume and how to prepare for an interview.

31 Business English (3) CSU

**Lecture, 3 hours.**

This course is an introductory course in English usage and reviews parts of speech, sentence structure, and punctuation. Basic writing techniques using clear, concise expressions are developed.

32 Business Communications (3) CSU

**Advisories: CAOT 31, and CAOT 1 or 62.**

**Lecture, 2 hours.**

This introductory course in business writing stresses logical thought and critical evaluation of communication. Topics covered include the techniques of writing all types of business letters, with emphasis on the application letter; review of the fundamentals of grammar, spelling, and punctuation; and development of business vocabulary. Students develop oral communication skills through presentation of reports.

33 Records Management and Filing (2)

**Lecture, 2 hours; Laboratory, 1 hour.**

This course is an intensive study of the principles of manual and computerized alphabetic filing. A study of the field of records management, automated records systems, retrieval, retention and transfer methods, and charge-out and follow-up procedures are discussed.

34 Business Terminology (2) CSU

**Lecture, 2 hours.**

This course is designed to develop spelling ability and vocabulary enrichment with applications for business use. The proper use of resource materials is emphasized.

35 Concepts in Information Systems (3) CSU

**Lecture, 3 hours.**

This course provides students with the basis for understanding concepts necessary for success in the Information Age. It provides an introduction to the basic concepts of an information system with emphasis on the components of the microcomputer, including the system unit and input, output, storage, and communication devices; application software; systems software; the Internet and the World Wide Web; and privacy and security issues.

39 Word Processing: Keyboarding and Operations - (Microsoft Word) (3) CSU PRT

**Advisory: CAOT 1 or CAOT 62.**

**Lecture, 2 hours; Laboratory, 3 hours.**

This course provides a comprehensive working knowledge of Microsoft Word. Students learn to create, edit and format documents; manage and print documents, envelopes, and labels; customize document elements; use headers, footers, and footnotes, insert and manipulate images, WordArt, SmartArt, shapes, and tables; proof documents using Spell Check, custom dictionary, thesaurus, and research features; insert symbols, special characters, and hyperlinks in documents; and create and design charts.
41 Office Methods (4) RPT1
Advisory: CAOT 1 or CAOT 62.
LECTURE, 4 HOURS.
This course is designed to teach the concepts and procedures used in today’s automated office. Topics covered include oral and written communication skills; electronic mail and mail services; stress, anger, and time management; ethics in the office environment; meetings and conferences; travel arrangements; proofreading of documents; preparation of a resume and job interview techniques and strategies.

48 Customer Service (3) CSU
LECTURE, 3 HOURS.
This course is designed to raise awareness, prompt thinking, give step-by-step suggestions for improvement, and provide a reference for information on how an organization can deliver service excellence. The information will be beneficial whether one is new to dealing with others in a business setting or is more experienced with internal customers (e.g., coworkers or other employees) and external customers (e.g., consumers, vendors, or other end users of products).

62 Personal Computer Keyboarding (2) RPT3
LECTURE, 1 HOUR; LABORATORY 2 HOURS.
A beginning course for students who wish to learn the fundamentals of touch keyboarding and apply these fundamentals in the keying of business and personal letters, reports, and memorandums utilizing PCs.

64 Computer Applications and Office Technologies Laboratory (1) RPT3
Corequisite: CAOT 1, 2, 3, 7, 9, 31, 32, 34, 41 or 62.
LABORATORY, 2 HOURS.
This course is designed to reinforce the lectures presented in all keyboarding classes and CAOT classes that require the use of the lab to provide additional practice and completion of assignments.

82 Microcomputer Software Survey in the Office (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

85 Microcomputer Office Applications: Spreadsheet (Excel) (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course is designed to teach office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format and print worksheets. Emphasis is on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

86 Microcomputer Office Applications: Database (Access) (3) CSU RPT2
Advisory: CAOT 1 or CAOT 62.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and PivotCharts and sharing database information with other software applications are also covered.

91 Microcomputer Office Applications: Advanced Word Processing (2) RPT2
Advisory: CAOT 39.
LECTURE, 1.5 HOURS; LABORATORY, 1.5 HOURS.
This course reinforces advanced Microsoft Word software skills with the use of a wide variety of business documents. Some of the advanced features emphasized are merging documents, sorting and selecting, managing lists, page numbers, headers, footers, and shared documents, inserting and customizing quick parts, customizing autocorrect and word options, customizing themes, formatting with styles, protecting and preparing documents, inserting endnotes, footnotes and references, creating indexes, creating forms, using outline view and formatting with macros.

92 Computer Windows Application (2) CSU
Advisory: CAOT 1 or CAOT 62.
LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.
This course emphasizes the use of Microsoft Windows. Topics covered include the Program Manager, File Manager, Control Panel, Print Manager and Desktop Accessories, including Windows write and Windows Paint brush.

97 Introduction to the Internet for CAOT (3)
LECTURE, 2 HOURS; LABORATORY 3 HOURS.
This course provides an overview of the Internet. Students learn to use electronic mail, file transfer protocol, search engines, and Internet browsers. Additionally, students learn to design and create Web pages utilizing HTML.

107 Microcomputer Office Applications: Web Design for the Office (3)
CSU RPT2
Advisory: CAOT 97.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course provides an overview of web design tools. Students learn the basics of Web page design and HTML by creating and editing web pages with links, tables, frames, forms and images.

109 Web Multimedia for the Office (3) CSU RPT2
Advisory: CAOT 97.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course provides hands-on implementation skill in using multimedia tools to create and maintain Web sites. Students develop multipage Web sites for the high-tech office environment that incorporate links, graphics, animation, and other multimedia capabilities using Macromedia Studio (Dreamweaver, Flash, Fireworks, and Freehand).

110 Microcomputer Office Applications: Presentation Design (3) CSU RPT2
Advisory: CAOT 1 or 62.
LECTURE, 2 HOURS; LABORATORY, 3 HOURS.
This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, clip art, charts, tables, animation, and sound.

111 Microcomputer Office Applications: Electronic Communications (2) CSU
Advisory: CAOT 82.
LECTURE, 1.5 HOURS; LABORATORY, 1 HOUR.
This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course is also a brief introduction to the use of the Microsoft Office XP speech recognition feature.
133 How to Succeed in an Online Course (1)
Lecture, 0.5 Hour; Laboratory, 1 Hour.
This course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to etudes, as well as the soft skills needed to be successful in an online environment.

140 Technology for the Virtual Office (2) RPT2
Lecture, 2 Hours; Laboratory, 1 Hour.
This course is designed to teach the fundamental use of nontraditional office devices and online technologies. Using Tablet PC, Cell Phone, and PDA handheld devices, students learn to use utilities, adjust settings, and enter, edit, and retrieve information. Office uses of scanners, wireless devices, Voice over Internet Protocol (VoIP) technology, blogs, online social networks, and content aggregators are covered. Synchronization with other applicable devices/programs are discussed.

145 ePortfolio (1) RPT2
Advisory: CAOT 1 or CAOT 62.
Lecture, 1 Hour; Laboratory, 1 Hour.
This course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student’s program of study in any field. The electronic portfolio can be used as an ongoing professional resource to display students’ achievements and progress, showcase experiences and collections of works, as well as used as a valuable job search tool. This course focuses on the techniques and skills needed to develop the electronic portfolio, the contents of which will be stored digitally and be accessible on the Internet.

185 Directed Study - Computer Applications and Office Technologies (1)
285 Directed Study - Computer Applications and Office Technologies (2)
385 Directed Study - Computer Applications and Office Technologies (3)
Laboratory, 9 Hours.
The above courses allow student to pursue Directed Study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

CREDIT LIMIT: A CAMPUS MAXIMUM OF 6 UNITS IN DIRECTED STUDY MAY BE TAKEN FOR CREDIT.

931 Cooperative Education - Computer Applications and Office Technologies (3) RPT3
Note: Requires 15 to 19 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed.).
This course offers advanced supervised training in an employment area that will enhance the student’s educational goals on campus.

941 Cooperative Education - Computer Applications and Office Technologies (4) RPT3
Note: Requires 20 hours per week; paid employment related to the occupational major and enrollment in at least 7 units (which includes Coop. Ed.).
This course offers advanced supervised training in an employment area that will enhance the student’s educational goals on campus.

LOGISTICS (LOGTIC)

101 Introduction to Logistics in the Nontraditional Office (1)
Lecture, 1 Hour.
This short-term course explores the concepts of logistics in the nontraditional office setting. The emphasis is on state-of-the-art logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the “virtual office” environment. Topics include handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers.

102 Business Terminology for Logistics (2)
Lecture, 2 Hours.
This introductory course is designed to develop the spelling ability, vocabulary enrichment, and contextual comprehension of standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and logistics industries.

103 Records Management for Logistics (2)
Lecture, 2 Hours.
This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practices, and technology that is used to maintain and share inventory records between the manufacturing, wholesale, retail, warehousing, and logistics industries.

104 Logistics: Cornerstone Essentials (3) CSU
Lecture, 2 Hours; Laboratory, 2 Hours.
This course introduces the fundamental knowledge, skills, and competencies to accomplish the critical workplace activities that are common to all logistics facilities across a global supply chain. Successful completion of this course prepares students to be eligible to take a foundational-level material handling industry certification exam.

105 Green Logistics and GIS Technology (3) CSU
Lecture, 2 Hours; Laboratory, 2 Hours.
This course introduces environmentally sustainable concepts, technology, and "Green" sustainable logistics practices within transportation geography, along with mid-technical level material handling competencies. Fundamental GIS (Geographic Information System) functions are introduced through hands-on training with route scheduling software. Successful completion of this course prepares students to be eligible to take a mid-level logistics industry material handling certification exam.