

# COMPUTER APPLICATIONS & OFFICE TECHNOLOGIES

The Computer Applications and Office Technologies programs prepare students for employment with the necessary skill sets for administrative assistant and general office careers, the emphasis being on administrative support. Students prepare for entry- to mid-level positions in a variety of business, government, and educational settings, as well as prepare for career and academic advancement.

## Noncredit Courses

### CAOT R800 Introduction to Business Information Worker 0 Units

This course provides instruction and practical applications in current office techniques. Students will learn about the workplace environment, communication skills, business English, soft skills, ethics, customer focus, team work, technology basics, workforce behaviors, business correspondence, meetings and travel, and job search among other related topics essential for employment in office positions.

**Grade Modes:** Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R801 Keyboarding (Alpha and Numeric) 0 Units

This course is for the beginning student and provides instruction and development of fundamental skills in the operation of the keyboard including letter, number, symbol, special keys, and the numeric keypad.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Field Trips:** May be required

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R802 Keyboarding Speed and Accuracy 0 Units

This course is designed to improve speed and accuracy in using the keyboard through development of proper technique, assessment of keyboarding deficiencies, and through individual practice to improve keyboarding deficiencies. It is for students who know the keyboard by touch but need more work on speed and/or accuracy. Drills for speed development and accuracy will be self-paced.

**Grade Modes:** Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R803 Computer Literacy 0 Units

This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard Microsoft Office (word processing, spreadsheet, and presentation) application programs. Computer terminology and identification of fundamental hardware and software applications is introduced.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R804 MS Outlook 0 Units

This course introduces personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R805 MS Word 0 Units

*Advisories/Rec Prep:* CAOT R801

This course is designed to provide the learner with basic to intermediate level of understanding of word processing with Microsoft Word including basic document creation, formatting, and editing using Microsoft Word. Learners create, edit, and format business letters, multiple-page reports, newsletters, and cover letters. This course prepares the student for the Microsoft Office User certification exam for Word.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

### CAOT R806 MS Excel 0 Units

*Advisories/Rec Prep:* CAOT R801

This course is designed to provide the learner with a basic to intermediate understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course prepares the student for the Microsoft Office User Certification exam for Excel.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

**CAOT R807 MS PowerPoint 0 Units**

This course provides the learner with experience planning, creating, editing, viewing, print and run professional PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with other Microsoft programs is included.

**Grade Modes:** Letter Graded, Credit by exam, license etc., Student Option- Letter/Credit, Pass/No Pass Grading

**Repeatable for Credit:** Unlimited.

**Degree Applicability:** Noncredit course; not applicable for degree credit

**AA/AS GE:** None

**Transfer Credit:** None

- Business Information Worker Quick Start, Certificate of Completion Noncredit (<http://catalog.vcccd.edu/oxnard/programs-courses/computer-applications-office-technologies/business-information-worker-quick-start-cocn-noncredit/>)

*For more information contact:*

**Tim Fontenette**

**(805) 678-5266**

tfontenette@vcccd.edu