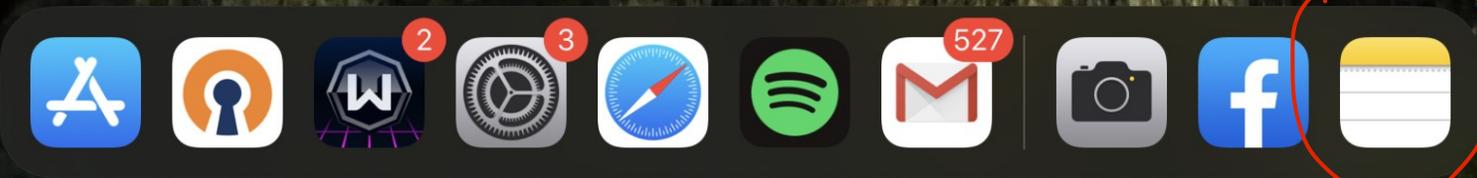
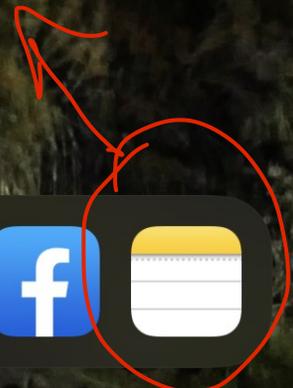




open your notes app in your iPhone or iPad



< Folders



Click on the camera icon



Click on scan documents

Scan Documents  
Take Photo or Video  
Photo Library

# Take a picture of your document and adjust the corners of the document.

**285  
MICROSOFT OUTLOOK**  
3.0 Units

CABOT 285 introduces students to the beginning features and functions of Microsoft Office Outlook. This course prepares students for the Microsoft Office Specialist (MOS) certification exam in Outlook. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

**286  
MICROSOFT PUBLISHER**  
3.0 Units

CABOT 286 introduces students to the beginning features and functions of Microsoft Office Publisher, a desktop publishing program. Students create flyers, brochures, newsletters, letterheads, forms, and other publications that incorporate text, graphics, illustrations, and photographs. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Fall (Every Other Year).

**287  
INTRODUCTION TO SHAREPOINT  
FOR COLLABORATION AND  
DOCUMENT MANAGEMENT**  
3.0 Units

CABOT 287 covers the team collaboration, document management and social features of Microsoft SharePoint. Students collaborate with individual students and student teams within various SharePoint environments. Lecture 3 hours. *Recommended Preparation:* CABOT 260 or equivalent.

## COMPUTER INTEGRATED MANUFACTURING

**101  
INTRODUCTION TO ROBOTICS**  
1.5 Units

CIM 101 is an introductory course that provides a comprehensive study of the fundamentals of industrial robotics. It prepares the student for more advanced studies in robotic automation and related technologies. Specific areas of concentration include power and positioning of robots, robot actuators and motors, motion control, industrial electronics, and micro-controller technology, communication interfacing, programming concepts, and industry applications. Lecture 1.5 hours. *Prerequisite:* None. *Transfer Credit:* CSU.

**102  
AUTOMATION & PRODUCTION  
CONTROLS**  
1.5 Units

CIM 102 is the continuation of electronic control automation systems, emphasizing the terms, principles, and techniques used in automated manufacturing processes. Programmable logic control applications are emphasized in central system industrial design. Lecture 1.5 hours. *Prerequisite:* CIM 101. *Transfer Credit:* CSU.

## COMPUTER SCIENCE/ INFORMATION SYSTEMS

**50  
COMPUTER SCIENCE/  
INFORMATION SYSTEMS  
INTERNSHIP**  
1.0 to 3.0 units

CS/IS 50 is a discipline-specific course, which allows students to earn from 1.0 – 3.0 units for a structured, supervised internship either on-campus or off-campus under the supervision of a faculty advisor. It is designed to provide students with appropriate preparation and a hands-on work experience in one of the following fields: systems analysis and design, computer networking, information security, database management and software development. The purpose of this class is to enhance students' knowledge, skill levels, and professional competency in their targeted career. This course is recommended for the self-motivated student, and requires faculty advisor approval to register. *Note:* Students must arrange an approved internship prior to enrolling in this class. Complete two or more courses within your program before attempting an internship. *Note:* This course is Pass/No Pass only. Lecture 0.5 hours/Laboratory 3-9 hours. *Recommended Preparation or Concurrent Enrollment:* Eligibility for ENGL 120 or ESL 151. *Transfer Credit:* CSU.

**100  
COMPUTER CONCEPTS**  
3.0 Units

CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. *Note:* This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed CS/IS 101. Lecture 3 hours. *Recommended Preparation:* Eligibility for BUSAD 106 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**101  
INTRODUCTION TO COMPUTER  
AND INFORMATION SYSTEMS**  
5.0 Units

CS/IS 101 is designed to present the concepts and technology of processing information to students who plan to continue their studies in business information systems or computer science or who plan to work in the field. This course has a hands-on component in which the student learns basic system and application software, Web site development, Internet, and networking. Information competency skills are introduced. Students will focus on the application of concepts and methods through hands-on projects, developing computer-based solutions to business problems. Lecture 5 hours. *Recommended Preparation:* Eligibility for ENGL 120, BUSAD 106, or ESL 151. *Course Typically Offered:* Winter/Spring/Summer/Fall. *Transfer Credit:* CSU, UC, USC. (C-ID BUS 140 & ITIS 120)

**112  
INTRODUCTION TO PROGRAMMING  
USING JAVA**  
3.0 Units

CS/IS 112 is a course in programming computers using the Java programming language, which includes defining the problem, flowcharting, writing, executing, and debugging application programs, and program documentation. Lecture 2 hours/Laboratory 3 hours. *Recommended Preparation:* CS/IS 101 or equivalent. *Course Typically Offered:* Fall/Spring/Summer. *Transfer Credit:* CSU, UC, USC. (C-ID COMP 112)

**123  
DESKTOP PUBLISHING**  
3.0 Units

CS/IS 123 is intended to acquaint the student with currently available office publishing technology. Students compose and create business flyers, brochures and newsletters as well as explore the use of business graphics programs. Students develop the skills necessary to plan, install, and maintain an office publishing system. This course does not teach basic design concepts, but rather provides the student with new production tools for the office environment. Lecture 3 hours. *Prerequisite:* None. *Course Typically Offered:* Spring (Every Other Year). *Transfer Credit:* CSU.

**285  
MICROSOFT OUTLOOK**  
3.0 Units

CABOT 285 introduces students to the beginning features and functions of Microsoft Office Outlook. This course prepares students for the Microsoft Office Specialist (MOS) certification exam in Outlook. Lecture/Demonstration 3 hours. *Recommended Preparation:* CABOT 208 or equivalent. *Course Typically Offered:* Spring (Every Other Year).

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**COMPUTER INTEGRATED  
MANUFACTURING**

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1.5 Units

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**102  
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**COMPUTER SCIENCE/  
INFORMATION SYSTEMS**

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COMPUTER SCIENCE/  
INFORMATION SYSTEMS  
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**100  
COMPUTER CONCEPTS**  
3.0 Units

CS/IS 100 is a survey course designed to introduce concepts and applications to students with no previous exposure to computing. It is directed toward students who want a single survey course in computer concepts, and who may be using a computer in a work situation. *Note:* This course is not intended for CIS, IT or CS majors and may not be taken for credit by students who have completed CS/IS 101. Lecture 3 hours. *Recommended Preparation:* Eligibility for BUSAD 106 *Course Typically Offered:* Fall/Spring. *Transfer Credit:* CSU.

**101  
INTRODUCTION TO COMPUTER  
AND INFORMATION SYSTEMS**  
5.0 Units

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