



BOT 174

Computer Concepts & Applications

Learn the computer tools you need to succeed immediately in your academic and personal life as well as prepare for success in your future career.

Some of what you will learn includes...

- Learn about personal **computers, mobile devices**, computer innovations and technology trends
- Use the Microsoft Office productivity suite including OneNote, Outlook, Word, Excel, PowerPoint & Access
- Navigate the **Windows** operating system and manage files and folders
- Use web browsers to navigate and search the **Internet**
- Explore popular **social networking, blogging**, and **wiki websites**, and learn how individuals and businesses use them to connect and communicate with others
- Understand **security** and **privacy issues** related to technology and living online
- Use **cloud computing technologies** to create, edit, store and share documents
- Evaluate the validity and productivity potential of **emerging technologies**

For More Information

Contact

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Or stop by the BOT Lab in E-120

619-660-4484

www.cuyamaca.edu/bot

BOT 174 ~ 3 credits

Wednesdays 9–12 ~ Spring 2018

Sign up now!

BOT 174 is part of the following degrees and certificates:

- **Business Office Technology**
- **Front Office Receptionist**



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