

**Curriculum Instructional Council  
Actions Approved – September 25, 2008**

**Computer Business Technology (CBTE)**

<p><b>* 143 Intermediate Microsoft Excel</b> <b>2 hours lecture, 3 hours lab, 3 units</b> <b>Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory: Completion of or concurrent enrollment in:</i> Computer Business Technology 101, 114, and 140 each with a grade of "C" or better, or equivalent. English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course covers intermediate-level functions and projects using Microsoft Excel. Topics include charts, pivot tables, functions, formulas, data validation, autofilters, macros, visual basic for applications, and collaboration with other programs. This course is intended for students majoring in a computer business technology field or anyone interested in expanding knowledge and competency with Microsoft Excel.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course <b>Approved</b></p> <p><b>Proposed for College(s):</b> City, Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Spring 2009</p>
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**Computer Business Technology (CBTE)**

<p><b>* 152 Beginning Microsoft Access</b> <b>1.5 hours lecture, 1.5 hours lab, 2 units</b> <b>Grade Only</b></p> <p><b>REQUISITES:</b> <i>Advisory: Completion of or concurrent enrollment in:</i> Computer Business Technology 101 and 114, each with a grade of "C" or better, or equivalent. English 51 and English 56, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5. This course introduces students to the fundamentals of Microsoft Access. Topics include creating, modifying, and sorting database tables; creating queries; creating and enhancing custom forms and reports; modifying the database structure; and importing and exporting data to other programs. This course is intended for students majoring in a computer business technology field or anyone interested in learning the fundamental functions of Microsoft Access.</p> <p><b>FIELD TRIP REQUIREMENTS:</b> May be required</p> <p><b>TRANSFER APPLICABILITY:</b> Associate Degree Credit &amp; transfer to CSU and/or private colleges and universities.</p>	<p><b>Offered At:</b> NONE</p> <p><b>Action(s) Proposed:</b> New Course <b>Approved</b></p> <p><b>Proposed for College(s):</b> City, Miramar</p> <p><b>Originating Campus:</b> Miramar</p> <p><b>Dist. Ed Proposed For College(s):</b> Miramar</p> <p><b>Effective:</b> Spring 2009</p>
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