

**Computer Business Office Technology
And Computer Information Technology
Program Review
Appendix**

ESL Level 1 & 2 students can take the following Business computer classes.

851 & 852 Reading & Writing	Bus 415 Computer Keyboarding
811 & 812 Listening & Speaking	Bus 417 Skillbuilding
801 & 802 Grammar	

ESL Level 2 & 3 students can take the following Business computer classes.

852 & 853 Reading & Writing	Bus 430, 431 Intro to Computer Applications 1 & 2
812 & 813 Listening & Speaking	Bus 439 Managing Documents
802 & 803 Grammar	Bus 440, 441 Intro to Macintosh Computers 1 & 2
	Bus 448 Using Microsoft Windows
	Bus 480, 482 Using Internet 1 & 2
	Bus 457 Intermediate Presentation Software

ESL Level 3 & 4 students can take the following Business computer classes.

853 & 854 Reading & Writing	Business 472, 474 Intro and Inter. Word
813 & 814 Listening & Speaking	Bus 435 Spreadsheets
803 & 804 Grammar	Bus 436 Database Management
	Bus 425, 426 Basic & Advanced DOS
	Bus 446 Intro to Local Area Network
	Bus 492 Networking Essentials
	Bus 416 Procedures for Working in an Office
	Bus 108 Business Writing/Presentation Methods

Computer Classes for Day ESL Students

Spring 2003

Level 1 & 2			
851 Reading & Writing 852 Reading & Writing 811 Listening & Speaking 812 Listening & Speaking 801 Grammar 802 Grammar	Computer Keyboarding Business 415 AC CRN 38408 (1.5) Friday @ 11:10-2:00 Jan. 17 – Mar. 14 Thiele	Managing Business Documents Business 439 AC CRN 38623 (1.5) Friday @ 11:10-2:00 Jan. 17 – Mar. 14 Thiele	Skillbuilding Business 417 AC CRN 38620 (1.5) Friday @ 11:10-2:00 Jan. 17 – Mar. 14 Thiele
Level 2 & 3			
852 Reading & Writing 853 Reading & Writing 812 Listening & Speaking 813 Listening & Speaking 802 Grammar 803 Grammar	Computer Applications, 1 Business 430 AC CRN 38369 (1.5) Thursday @ 1:10-4:002 Jan. 16 – Mar. 6 1.5 Units Finn	Computer Applications, 2 Business 431 AC CRN 38370 (1.5) Thursday @ 1:10-4:002 Mar. 13 – May 8 Finn	Computer Applications, 1 & 2 Bus 430WA CRN 30935 (1.5) Bus 431WA CRN 38281 (1.5) Saturday @ 8:30-1:30 Jan. 25 – April 4 Ladwig
Level 3 & 4			
	You can also take the courses listed above.		
853 Reading & Writing 854 Reading & Writing 813 Listening & Speaking 814 Listening & Speaking 803 Grammar 804 Grammar			

Computer Classes for Day ESL Students

Spring 2004

Level 1 & 2				<i>You can take any of the following classes:</i>			
851 Reading & Writing	Computer Keyboarding	Managing Business Documents	Skillbuilding	852 Reading & Writing	Business 415 AC	Business 439 AC	Business 417 AC
811 Listening & Speaking	CRN 38408 (1.5)	CRN 38623 (1.5)	CRN 38620 (1.5)	812 Listening & Speaking	Friday @ 11:10-2:00	Friday @ 11:10-2:00	Friday @ 11:10-2:00
801 Grammar	Jan. 17 – Mar. 14	Jan. 17 – Mar. 14	Jan. 17 – Mar. 14	802 Grammar	Thiele	Thiele	Thiele
802 Grammar	Thiele	Thiele	Thiele				
Level 2 & 3				<i>You can take any of the following classes:</i>			
852 Reading & Writing	Computer Applications, 1	Computer Applications, 2	Computer Applications, 1 & 2	853 Reading & Writing	Business 430 AC	Business 431 AC	Bus 430WA CRN 30935 (1.5)
812 Listening & Speaking	CRN 38369 (1.5)	CRN 38370 (1.5)	Bus 431WA CRN 38281 (1.5)	813 Listening & Speaking	Thursday @ 1:10-4:002	Thursday @ 1:10-4:002	Saturday @ 8:30-1:30
802 Grammar	Jan. 16 – Mar. 6	Mar. 13 – May 8	Jan. 25 – April 4	803 Grammar	1.5 Units	Finn	Ladwig
803 Grammar	Finn	Finn	Ladwig				
Level 3 & 4				<i>You can take any of the following classes and any of the above:</i>			
	Computer Keyboarding	Intro to Computer Applications	Using Microsoft Windows	853 Reading & Writing	Bus 415 AA CRN 35283 (1.5)	Bus 430AA CRN 30929 (1.5)	Bus 448AA CRN 34177 (1.5)
854 Reading & Writing	Skillbuilding	Bus 431AA CRN 30936 (1.5)	Mon 12:10-3:00	813 Listening & Speaking	Bus 417AA CRN35294 (1.5)	Mon/Wed/Fri 9:10-10	Jan 27 –Mar 24
814 Listening & Speaking	Tues/Thurs 8:10-9:25	Jan. 13 – Mar. 14	Intro & Inter. Word	803 Grammar	Jan. 14 – Mar. 6	Mar. 17 – May 16	Bus 472AB CRN 38621 (1.5)
804 Grammar	Managing Bus. Documents	Thiele	Bus 474AB CRN 38941 (1.5)		Bus 439AA CRN 38622 (1.5)	Wed/Thurs 12:15-1:30	Jan 15-May 8
	Bus 439AA CRN 38622 (1.5)	Bus 430AB CRN 30930 (1.5)			Mar. 11-May 8	Bus 431AB CRN 38280 (1.5)	
	Bus 415AD CRN 38800	Mon/Wed/Fri 10:10-11			Mar. 11 - May 8	Jan. 13 – Mar. 14	
	Finn	Mar. 17 – May 16			Finn	Mar. 17 – May 16	

