

BUSINESS INFORMATION SYSTEMS

BIS V40 - MICROCOMPUTER APPLICATIONS IN BUSINESS - 4 Units

Hours: 3 lecture, 3 laboratory weekly

This course provides an overview of microcomputers and business software with the emphasis on integrating spreadsheets, word processing documents, database documents, and presentations. Spreadsheets, database management, Windows, using the Internet in business, and word processing are topics that will be covered. A microcomputer lab is available for the lab assignments.

Fees will be required. Formerly BIS 40. Transfer credit: CSU; UC. **CAN BUS 6.**

BIS V41 - THE INTERNET AND THE WORLD WIDE WEB - 3 Units

Hours: 2.5 lecture, 1.5 laboratory weekly

This course will explore the Internet and the Web. Various Web browsers, search tools, file transfer protocol (FTP), ListServ, e-mail usage and other Internet and Web access devices will be used to conduct research efficiently. The emphasis of the course will be to introduce students to various authoring tools for Web page development (primarily HTML). Students will learn how to create and upload a Web page containing the results of their research.

Fees will be required. Formerly BIS 41. Transfer credit: CSU.

BIS V42 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE - 3 Units

Recommended preparation: basic computer and Internet skills

Hours: 2 lecture, 3 laboratory weekly

Introduces students to the use of the microcomputer and commercially available software used in business offices. Current software includes Windows, Word, Excel, Access, Powerpoint, and the use of electronic mail, graphics, and the World Wide Web for research. It is a hands-on course.

Transfer credit: CSU; UC; credit limitations - see counselor.

BIS V44A - MICROSOFT WORD I - 1-2 Units

Hours: 2-4 lecture-laboratory weekly

The student learns to use Microsoft Word to create business documents, resumes, reports, newsletters, and much more. This is a practical hands-on course designed for beginners and self-taught Word users.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 44A. Transfer credit: CSU.

BIS V44B - MICROSOFT WORD II - 1-2 Units

Prerequisite: BIS V44A

Hours: 2-4 lecture-laboratory weekly

The student learns the advanced uses for Microsoft Word. Flyers, brochures, forms, and templates will be covered. The student will learn how to import data from other programs and the Internet. Styles and individual projects will be analyzed and created. The emphasis is on tasks typically required in an office/business environment.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 44B. Transfer credit: CSU.

BIS V46 - MICROCOMPUTER DATA KEYBOARDING - 2 Units

Hours: 1 lecture, 2 lecture-laboratory weekly

This course is designed to develop student keyboarding skills using activities patterned after actual personal, business and government data entry applications. Students will learn how to prepare and handle source documents using a microcomputer.

Fees will be required. Field trips may be required. May be taken for a maximum of 2 times. Formerly BIS 46.

BIS V48 - DESKTOP PUBLISHING USING PAGEMAKER - 2 Units

Hours: 1.5 lecture, 2 laboratory weekly

This course provides information and hands-on training in using microcomputers, laser printers, and desktop publishing software. Students learn to produce camera ready, near typeset quality reports, newsletters, and presentations.

Fees will be required. May be taken for a maximum of 2 times. Formerly BIS 48.

BIS V50 - SELECTING A MICROCOMPUTER - .5 Unit

Hours: .5 lecture weekly

This workshop is designed for the computer novice. It will cover basic computer terminology, the different types of hardware and software available, and the importance of one's software needs and then selecting a computer.

Field trips may be required. May be taken for a maximum of 2 times. Formerly BIS 50. Offered on a credit/no credit basis only.

BIS V53 - SOFTWARE UPDATE WORKSHOP - .5 Unit

Hours: .5 lecture weekly

This course is designed to introduce the student to the new features in software application programs. The specific software covered will vary according to demand.

May be taken for a maximum of 4 times. Formerly BIS 53. Offered on a credit/no credit basis only.

BIS V55A - WORD FOR WINDOWS I - .5 Unit

Prerequisite: basic keyboarding skills

Hours: .5 lecture weekly

This is an introduction to Word for Windows for beginners. Students will learn how to access the program; create and edit paragraphs; save and print; use the block feature; split and merge paragraphs; and use printing enhancements.

May be taken for a maximum of 2 times. Formerly BIS 55A. Offered on a credit/no credit basis only.

BIS V55B - WORD FOR WINDOWS II - .5 Unit

Recommended preparation: BIS V55A or experience using Word for Windows

Hours: .5 lecture weekly

Students will learn how to use a variety of formatting commands, create reports with headers and footers, and create business documents using Word for Windows.

May be taken for a maximum of 2 times. Formerly BIS 55B. Offered on a credit/no credit basis only.

BIS V56A - MICROSOFT POWERPOINT I - 1 Unit

Recommended preparation: BIS V79

Hours: 1 lecture weekly

Students will learn how to use this powerful graphics presentation program to create effective presentations for business or college courses.

May be taken for a maximum of 2 times. Formerly BIS 56A. Offered on a credit/no credit basis only.

BIS V56B - MICROSOFT POWERPOINT II - 1 Unit

Recommended preparation: BIS V56A

Hours: 1 lecture weekly

Students will use skills learned in the introductory course to create more advanced Powerpoint presentations. More emphasis will be placed on customizing the text and graphics to meet the specific goal of the presentation.

May be taken for a maximum of 2 times. Formerly BIS 56B. Offered on a credit/no credit basis only.

BIS V70 - INTRODUCTION TO THE MICROCOMPUTER: IBM AND COMPATIBLES - 1 Unit

Hours: 1 lecture weekly

This is a course to introduce students to the microcomputer and some of the most popular software programs. Students will learn the components of the computer, care and handling of the diskettes, and the basic DOS commands: format, copy, dir, and erase. Students will also have an opportunity to use word processing, spreadsheet, and database programs. Practical business applications for these programs will be discussed.

Formerly BIS 70. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71A - NETWORKS AND COMMUNICATIONS: INTERNET, THE WEB, E-MAIL - 1 Unit

Recommended preparation: BIS V79

Hours: 1 lecture weekly

This course provides an overview of networks, how information is transferred, the uses of the Internet and the World Wide Web, and how to send and receive e-mail. Students will learn about the various Internet and Web resources and search tools. Gopher, Veronica, Archie, FTP, Telnet, Netscape, Mosaic, Usenet and other terms will be discussed. CD simulations and hands-on practice with a network and e-mail will be available in the microcomputer lab.

May be taken for a maximum of 2 times. Formerly BIS 71A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71B - USING THE WEB FOR RESEARCH - 1 Unit

Recommended preparation: BIS V71A

Hours: 1 lecture weekly

Students will use their knowledge of the Web to explore the various categories of information on the Web to do research. Students will do a research project. Each student will choose a specific topic.

May be taken for a maximum of 2 times. Formerly BIS 71B. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V71C - CREATING A PERSONAL WEB PAGE - 1 Unit

Recommended preparation: BIS V71B

Hours: 1 lecture weekly

This course provides an introduction to creating a simple Web page. HTML and Java will be discussed. Students will be able to view their Web pages via Netscape. Hands-on CD-ROM simulations of browsing the Web using Netscape will be used. Actual Web access will be provided depending on availability in the microcomputer lab.

May be taken for a maximum of 2 times. Formerly BIS 71C. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V73 - DESKTOP PUBLISHING WORKSHOP USING PAGEMAKER - 1 Unit

Hours: 1 lecture weekly

This instructor-led hands-on workshop introduces desktop publishing using PageMaker and gives participants the skills to produce quality publications with graphics such as ads, reports, brochures, and other business documents on the IBM PC.

May be taken for a maximum of 2 times. Formerly BIS 73. Offered on a credit/no credit basis only.

BIS V76A - MICROSOFT EXCEL FOR WINDOWS I - 1 Unit

Hours: 1 lecture weekly

The latest version of the Excel for Windows spreadsheet program is used to analyze, summarize and present numeric data for financial forecasting and budgeting.

May be taken for a maximum of 2 times. Formerly BIS 76A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V76B - MICROSOFT EXCEL FOR WINDOWS II - 1 Unit

Prerequisite: BIS V76A or extensive experience using Excel and Windows

Hours: 1 lecture weekly

This is an advanced spreadsheet course using Excel to create charts, templates and macros, and to analyze "what-if" scenarios.

May be taken for a maximum of 2 times. Formerly BIS 76B. Offered on a credit/no credit basis only.

BIS V77A - INTRODUCTION TO DATABASE SOFTWARE I- 1 Unit

Hours: 1 lecture weekly

This is an instructor-led hands-on course introducing the student to the concepts of database management and the use of a database program in an office environment. Students will create a database file, manipulate the data, create a customized data-entry form, and learn how to query the database files, sort and index. Labels and reports typically used in an office will also be created. Software used will vary.

May be taken for a maximum of 2 times. Formerly BIS 77A. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V77B - INTRODUCTION TO DATABASE SOFTWARE II - 1 Unit

Prerequisite: BIS V77A or equivalent

Hours: 1 lecture weekly

This is an instructor-led hands-on course with advanced techniques using database software. Topics include enhanced query design, table design, forms design, macros, and report design. The emphasis is on the use of a database program in an office/business environment.

May be taken for a maximum of 2 times. Formerly BIS 77B. Offered on a credit/no credit basis only.

BIS V79 - INTRODUCTION TO WINDOWS - 1 Unit

Recommended preparation: BIS V70

Hours: 1 lecture weekly

Students will learn basic skills needed to use a personal computer while learning about the current Windows Operating System. This includes the following: use of the mouse; working with multiple windows and software programs; using help; using Explorer to organize files and folders; using Explorer to create, rename, copy, and delete files and folder along with traditional file management features. Students will also learn how to use word pad, the recycle bin and paint.

Formerly BIS 79. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

BIS V88 - BUSINESS INFORMATION SYSTEMS WORKSHOPS - .5-16 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times.

BIS V89 - WORKSHOPS IN BUSINESS INFORMATION SYSTEMS - .5-16 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

Designed to meet specific needs of the college and community, as required and requested by persons whose needs in this area are not met by present course offerings.

Fees may be required. Courses with same title may not be repeated; may be taken for a maximum of 4 times. Formerly BIS 89. Transfer credit: CSU.

BIS V90 - DIRECTED STUDIES IN BUSINESS INFORMATION SYSTEMS - 1-6 Units

Prerequisite: varies with topic

Hours: lecture and/or laboratory as required by unit formula

This course offers specialized study opportunities for students with intermediate skills, who wish to pursue projects not included in the regular curriculum. Students are accepted only by written project proposal approved by the discipline prior to enrollment.

May be taken for a maximum of 4 times not to exceed 6 units. Formerly BIS 90. Transfer credit: CSU.

BIS V98 - ADMINISTRATIVE ASSISTANT - 16 Units

Hours: 16 lecture weekly

Students will learn how to complete typical tasks required of an administrative assistant: word processing, spreadsheets, e-mail, filing, telephones and communication skills, and calculating machines. Interviewing, resume preparation, using the Web to do a job search and internships will also be covered.

Fees will be required. Formerly BIS 98.