

## BUSINESS INFORMATION SYSTEMS

### **BIS V10 - INTRODUCTION TO COMPUTER NETWORKING - 2 Units**

Hours: 4 lecture-laboratory weekly

This course is designed to help students understand the fundamentals of computer networking. Subjects will include hardware and software installation procedures and system troubleshooting. This is a beginning course for students interested in the networking industry.

Formerly CIS V60. Transfer credit: CSU.

### **BIS V13 - COMPUTER MAINTENANCE TECHNOLOGY - 2 Units**

Hours: 1 lecture, 3 laboratory weekly

This course will provide the necessary skills needed to maintain, upgrade and troubleshoot personal computer systems. The student will receive hands-on training in installing components such as motherboards, hard drives and Random Access Memory (RAM). Students will learn about operating systems (O/S) and networking components. Students will also learn about connecting accessory equipment such as printers, scanners, and modems. Emphasis will be placed upon safety, optimum system operation, and preparing students to succeed as an entry-level computer technician.

Fees will be required. Field trips may be required. Formerly CIS V73.

### **BIS V14 - COMPTIA A+ CERTIFICATION PREPARATION TRAINING - 2 Units**

Hours: 4 lecture-laboratory weekly

This CompTIA A+ certification preparation training course provides instruction to help prepare students to pass the A+ certification exam. The CompTIA A+ certification exam is a nationally recognized certification for PC (personal computer) technicians. The test measures competencies for a PC technician with six month of full-time PC support experience. There are two parts of the exam: (1) PC core hardware and (2) operating systems technologies. The A+ certification is often viewed as an entry-level credential for computer technicians.

### **BIS V40 - MICROCOMPUTER APPLICATIONS IN BUSINESS - 4 Units**

Hours: 3 lecture, 3 laboratory weekly

This course provides an overview of computer concepts, including hardware, software, business information systems, microcomputers and business software with the emphasis on integrating spreadsheets, word processing documents, database documents, and presentations. Students will also learn about software applications involving business-related scenarios and the use of the microcomputer as a tool in business problem solving and decision making. 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 V47A - MICROSOFT ACCESS I - 2 Units**

Hours: 1 lecture, 2 lecture-laboratory weekly

This course introduces students to basic Windows and allows them to explore the capabilities of Microsoft Access. Students will learn how to create and maintain a database, tables, do queries, custom forms and reports based on ones commonly used in business and government.

Fees will be required. Field trips may be required. Transfer credit: CSU.

### **BIS V47B - MICROSOFT ACCESS II - 2 Units**

Prerequisite: BIS V47A

Hours: 1 lecture, 2 lecture-laboratory weekly

This is an advanced Access course with an emphasis on creating custom databases. Students will learn how to integrate Access to the Web. Students will learn how to use pivot tables, create Macros, use and write Visual Basic for application codes. Projects applied to business will be a part of this course.

Fees will be required. Field trips may be required.

### **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 determining one's software needs before selecting a computer.

Field trips may be required. Formerly BIS 50. Offered on a credit/no credit basis only.

### **BIS V53 - SOFTWARE UPDATE WORKSHOP - .5 Unit**

Hours: 1 lecture-laboratory 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 2 times. Formerly BIS 53. Offered on a credit/no credit basis only.

**BIS V55A - WORD FOR WINDOWS I - .5 Unit**

Recommended preparation: basic keyboarding skills

Hours: .5 lecture weekly

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

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.

Formerly BIS 55B. Offered on a credit/no credit basis only.

**BIS V56A - MICROSOFT POWERPOINT I - 1 Unit**

Hours: 1 lecture weekly

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

Formerly BIS 56A. Offered on a credit/no credit basis only.

Transfer credit: CSU; credit limitations - see counselor.

**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 advanced Powerpoint presentations. Emphasis will be placed on customizing the text and graphics to meet the specific goal of the presentation.

Formerly BIS 56B. Offered on a credit/no credit basis only.

**BIS V70 - INTRODUCTION TO COMPUTERS AND WINDOWS - 2 Units**

Hours: 1 lecture, 3 laboratory weekly

Students will learn the components of the computer and care and handling of storage devices. Students will also acquire the basic skills needed to use a personal PC while learning about the current Windows Operating System which includes the following: use of the mouse; working with multiple windows and software programs; and using Help. Students will have hands-on practice using Explorer to organize files and folders; to create, rename, copy and delete files and folders. Students will also learn how to use word pad, the recycle bin and paint programs. How to prevent viruses and unwelcome "cookies" ads, and hard disk management will also be discussed.

Formerly BIS V70 & V79. Offered on a credit/no credit basis only.

Transfer credit: CSU; credit limitations - see counselor.

**BIS V71A - INTRODUCTION TO THE INTERNET, THE WEB, AND E-MAIL - 1 Unit**

Hours: 1 lecture weekly

This course provides an overview of 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, File Transfer Protocol, Telnet, Netscape, Explorer, Wide Area Information Systems, Usenet and other terms will be discussed. Exploring the Internet and the Web, and sending e-mail will be a major part of the course.

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**

Hours: 1 lecture weekly

Students will learn how to search the Web and the Internet efficiently and quickly using all of the various search tools that are available. Students will do a research project on a topic of their choice.

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 Web page using HTML. Students will learn how to design a Web page, add animation, graphics, sound, and make editing changes to the page. They will upload their Web pages to the Web at the end of the course.

Formerly BIS 71C. Offered on a credit/no credit basis only.

Transfer credit: CSU; credit limitations - see counselor.

**BIS V73 - DESKTOP PUBLISHING WORKSHOP - 1 Unit**

Hours: 1 lecture weekly

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

Formerly BIS 73. Offered on a credit/no credit basis only. Transfer credit: CSU; credit limitations - see counselor.

**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.

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 a hands-on advanced spreadsheet course using Excel to create charts, templates, ranges and macros. Students will analyze financial functions used in business to create "best-case" scenarios. They will learn how to import and export data from other software programs into Excel.

Formerly BIS 76B. Offered on a credit/no credit basis only.

**BIS V77A - INTRODUCTION TO MICROSOFT ACCESS 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 Microsoft Access 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.

Formerly BIS 77A. Offered on a credit/no credit basis only.

Transfer credit: CSU; credit limitations - see counselor.

## **BIS V77B - INTRODUCTION TO MICROSOFT**

### **ACCESS II - 1 Unit**

Prerequisite: BIS V77A or equivalent

Hours: 1 lecture weekly

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

Formerly BIS 77B. Offered on a credit/no credit basis only.

## **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.