

COMM 88A, Independent Studies in Communication**1 unit**

Transfer: CSU

Please see "Independent Studies" section.

COMM 88B, Independent Studies in Communication**2 units**

Transfer: CSU

Please see "Independent Studies" section.

Computer Applications

Keyboarding skills of 25 words per minute or enrollment in OFTECH 1A or 9 are recommended for computer applications classes.

CIS 1, Computer Concepts with Applications**3 units**

Transfer: UC*, CSU

- *Prerequisite: None.*

*No credit for CIS 1 or 4 if taken after CIS 3.

This beginning course covers the broad use of personal computers. Topics include a description of microcomputer components, input and output devices, networking, and micro-processing concepts. Beginning word processing, spreadsheet, database, Internet, Windows, and programming concepts are introduced. Hands-on experience is provided in a microcomputer lab. Note: Programming, computer science or engineering students should enroll in Computer Science 3.

CIS 4, Introduction to Computers, Business Applications**3 units**

Transfer: UC*, CSU

- *Prerequisite: None.*

Ability to keyboard 25 words per minute is recommended. *No credit for CIS 1 or 4 if taken after CIS 3.

This course covers the broad use of microcomputers in business. Designed to familiarize students with the Microsoft Office Suite, it includes the study of word processing using Word, spreadsheet using Excel, database using Access, and presentation software using PowerPoint as well as Windows, Internet Explorer, and integration concepts. Hands-on experience in a microcomputer lab is included.

This course uses Windows 2000, Word 2003, Excel 2003, Access 2003, and PowerPoint 2003.

CIS 9A, Technology Project Management I**3 units**

Transfer: CSU

- *Prerequisite: Computer Science 3 or Computer Information Systems 1.*

This course covers the fundamentals of Project Management theory, implementation, and best practices. It is aimed at students who work mostly in the Technology sectors covering software and website development, and other areas of computer science or information systems. Students will learn the theory, as well as the use of Project Management software to

plan, track and manage project resources. Topics covered include project life cycles, tasks, schedules, resources, and costs. *CIS 9A is the same course as CS 9A. Credit may be earned for one, not both.*

CIS 9B, Technology Project Management II**3 units**

Transfer: CSU

- *Prerequisite: CS 9A or CIS 9A*

This course covers advanced topics of Project Management theory and practice. Students will learn how to manage projects with changing tasks and schedules, and to adjust their resources and budgets. Also covered are leadership and communication skills. Students will complement the theory with case studies and the use of Project Management software.

CIS 19, Geographic Information Systems for Business**3 units**

Transfer: CSU

- *Prerequisite: None.*

A working knowledge of Windows and the Internet or concurrent enrollment in GIS 20 or Geography 20 is recommended.

This introductory course focuses on understanding and utilizing Geographic Information Systems solutions in business and is not a substitute for the basic GIS course. Students will apply the use of ArcView GIS to identify and display retail markets, evaluate the suitability of sites for establishing or relocating a business or to expand sales territories. Emphasis will be on the marketing, insurance, retail, real estate, and transportation industries.

CIS 19 is the same course as GIS 19 and Geography 19. Students may earn credit for one.

CIS 20, Introduction to Geographic Information Systems**3 units**

Transfer: CSU

- *Prerequisite: None.*

This course is an introduction to the concepts and applications of Geographic Information Systems (GIS). Students will be introduced to cartographic principles as well as the history, uses, requirements, and basic operations of a GIS.

CIS 20 is the same course as Geography 20 and GIS 20. Students may receive credit for one course only.

CIS 21, Geographic Information Systems for Law Enforcement**3 units**

Transfer: CSU

- *Prerequisite: None.*

This introductory course will focus on understanding and utilizing GIS for law enforcement. Students will utilize Arc View GIS software in a hands-on computer setting to identify and display crime data, evaluate Part I and II crime activity, gang activity, etc., on maps. Emphasis will be on GPS locations of crime incidents, clustering of thefts, burglaries, rapes, bank robberies, and plot victim locational and demographic characteristics. Students will track and evaluate patrol assignments and fleet unit routing to create more effective utilization patterns. US Census, DOJ CRS and local governmental data shall be utilized in creating crime maps.

CIS 21 is the same class as GIS 21. Students may earn credit for only one course.

CIS 23, Intermediate Geographic Information Systems **3 units**

This course introduces students to a variety of geographic information systems functions using ArcView's vector based software. Students will learn the GIS software using vector data in laboratory exercises, including assigned classroom exercises and individual projects. Students will learn through the intermediate functions of ArcView to more advanced functions, including analysis of data.

CIS 23 is the same course as CIS 23 and GIS 23. Students may receive credit for one.

CIS 27, Introduction to e-Commerce **3 units**

Transfer: CSU

- *Skills Advisory: A working knowledge of Windows and the Internet.*

Students will learn the technological and strategic aspects of electronic commerce essential to succeeding in today's internet-based economy. No background in e-commerce is necessary. This is a lecture and theoretical course which covers the key technologies used in e-Commerce, the history of internet and web technologies infrastructure, and the economic forces behind e-Commerce. Business goals and constraints, technology and process tools, business strategies and tactics, and underlying economic theories relating to successful e-Commerce will be discussed.

CIS 27 is the same course as Business 27. Students may receive credit for one, but not both.

CIS 30, Microsoft Excel **3 units**

Transfer: CSU

- *Prerequisite: CIS 4.*

This course includes a detailed study of business applications using Microsoft Excel spreadsheet package. Topics include the commands, formats, and functions of Excel with emphasis on its use as a problem solving and financial analysis tool. Students will also learn to create macros, customize toolbars and menus, and integrate Excel with other applications and the World Wide Web. Students will also have an introduction to writing Visual Basic code.

CIS 30 has replaced CIS 31 in all CSIS degree and certificate programs. This course uses Microsoft Excel 2003 Professional.

CIS 32, Database Management **3 units**

Transfer: CSU

- *Prerequisite: CIS 4.*

This course presents an introduction to relational database management systems using Microsoft Access. Topics include: designing, maintaining, and querying a database; creating forms, reports, macros, custom toolbars, and menus; integrating Access with other applications and the World Wide Web; and an introduction to writing Visual Basic code.

This course uses Microsoft Access 2003.

CIS 33, Advanced Database Management (Access) **3 units**

Transfer: CSU

- *Prerequisite: CIS 32.*

Students will learn some of the advanced topics of Access 2002 (XP), including reviewing database objects; designing and

documenting a database; using import wizards, action queries and SQL; designing complex forms; creating complex reports and queries; customizing the user interface; using visual basic for applications, error handling, combo box programming and ActiveX Controls; introduction to object models; securing the database; and connecting to the Web.

CIS 34, Advanced Excel with Visual Basic for Applications **3 units**

Transfer: CSU

- *Prerequisite: CIS 30.*

This course provides Excel users with the knowledge, skills and techniques needed to write macros using Visual Basic for Applications (VBA) within the Excel environment. The course helps users to automate repetitive tasks, customize Excel menus, buttons and screens, and create user friendly interface for input and output. The course covers basic programming techniques used in Visual Basic and VBA.

This course uses Microsoft Excel 2003.

CIS 35, QuickBooks **3 units**

Transfer: CSU

- *Prerequisite: Accounting 1.*

CIS 35 is the same class as Accounting 35. Student may earn credit for one, but not for both. This class uses QuickBooks Pro.

This course provides the student with a realistic approach to computerized, integrated accounting principles using QuickBooks Pro software package. Students will work with the various components of an accounting system in an ongoing business, as well as set up an accounting system for a new company.

CIS 36C, Spreadsheet – Short Course **1 unit**

Transfer: CSU

- *Prerequisite: None.*

This short introductory course in Excel spreadsheet software acquaints the student with basic features of the software including creating, editing, formatting, and printing of electronic worksheets. It is offered as a brief overview of the software.

CIS 36F, Introduction to Windows – Short Course **1 unit**

Transfer: CSU

- *Prerequisite: None.*

This beginning course covers Microsoft Windows, a graphical user interface and operating environment for the IBM compatible PC. Topics include the basics of using a "mouse"; icons; opening, closing, and manipulating "windows"; using Explorer; and working with multiple programs at once (multitasking). My Computer, Network, Neighborhood, Recycle Bin, Start button and the Task bar will also be explored. Hands-on experience is provided in a microcomputer lab.

CIS 36G, Introduction to Internet – Short Course **1 unit**

Transfer: CSU

- *Prerequisite: None.*
- *Skills Advisory: Working knowledge of Windows.*

This hands-on short course provides an introduction to the Internet and experience navigating the World Wide Web. Using Netscape Communicator, you will learn to use E-mail, search

for information, visit interesting web sites, create and save your own bookmark list, maintain an address book, download files, and create your own individual web page. The history of the Internet, proper on-line etiquette, and relevant social and ethical issues will be discussed.

CIS 36I, Microsoft Access – Short Course 1 unit

Transfer: CSU

- *Prerequisite: None.*
- *Skills Advisory: Working knowledge of Windows.*

This short introductory course in Access software acquaints the student with basic features of the software, including creating, retrieving, and printing electronic databases. It is offered as a brief overview of the software.

CIS 36J, Word Processing – Short Course 1 unit

Transfer: CSU

- *Prerequisite: None.*
- *Skills Advisory: Working knowledge of Windows.*

This short introductory course in word processing (Microsoft Word) acquaints the student with basic features of the software including creating, revising, storing, and printing documents. It is offered as a brief overview of the software.

CIS 36P, Microsoft PowerPoint 1 unit

Transfer: CSU

- *Prerequisite: None.*
- *Skills Advisory: Working knowledge of Windows.*

This hands-on short course on presentation software teaches the use of Microsoft PowerPoint for business applications. Presentations, handouts, and speaker notes are designed, created, and formatted, using PowerPoint. Students will use graphics, templates, and objects to enhance presentations. Hands-on experience is provided in a microcomputer lab.

CIS 36R, Microsoft Office Publisher 1 unit

Transfer: CSU

- *Prerequisite: None.*

This course introduces students to Microsoft Office Publisher, a popular desktop publishing software program. Students learn to create a wide variety of marketing and communication publications for desktop and commercial printing, e-mail distribution, and viewing on the Web. Publications include catalogues, brochures, newsletters, flyers, invitations, menus, certificates, labels, and web pages.

CIS 36T, Introduction to Turbo Tax 1 unit

Transfer: CSU

- *Prerequisite: Accounting 15 or prior tax preparation experience.*

This course will teach students how to prepare Federal income tax returns and California individual income tax returns using Turbo Tax software.

CIS 36V, Voice Recognition, Beginning 1 unit

Transfer: CSU

- *Prerequisite: None.*

This course introduces voice-recognition software used to input information into the computer by voice rather than by keyboard. Focus will be on learning dictation commands and techniques for continuous voice dictation. Voice commands for formatting and editing documents as well as for all menu and

keyboard manipulations will be covered.

CIS 36V is the same course as OIS 6V. Students may receive credit for one, but not both.

CIS 37A, Microsoft Word I 3 units

Transfer: CSU

- *Prerequisite: CIS 1.*
- *Skills Advisory: Eligibility for English 1.*

Ability to keyboard 25 words per minute is recommended.

Through the use of Microsoft Word software, skills are developed in creating, revising, formatting, storing, and printing a variety of business documents. Skills are developed from basic functions through utilizing features such as AutoText, columns, custom tab settings, mail merge, envelopes, labels, templates, headers/footers, footnotes, and editing tools. Emphasis is placed on office-quality production of documents.

This course uses Microsoft Word 2003.

CIS 37B, Microsoft Word II 3 units

- *Prerequisite: CIS 37A.*

Using Microsoft Word, with an emphasis on the production of professional quality business copy, students learn to increase productivity through the use of automated features and multiple windows. Students develop problem solving skills through the repetitive use of document revisions and troubleshooting assignments. Additionally, students develop advanced skills in areas of interest ranging from legal applications to graphics and brochures or newsletters.

Software requirements for this course: On-campus - Microsoft Word 2003, Online - Microsoft Word 2002.

CIS 38, Microsoft PowerPoint 3 units

Transfer: CSU

- *Prerequisite: CIS 1.*

Through the use of PowerPoint software, skills are developed in planning, creating, formatting, enhancing and delivering presentations for business applications. Topics include audience analysis, selection of presentation media, and the creation and presentation of slides, transparencies, and posters. The use of animation, sound and other special effects, as well as Web publishing techniques, will be covered.

This course uses Microsoft Powerpoint 2003.

CIS 40, InDesign 3 units

Transfer: CSU

- *Prerequisite: CIS 37A or CIS 4.*
- *Skills Advisory: English 1 or Business 31.*

Using desktop publishing software, students develop the skills to integrate text and graphics for designing, editing, and producing high-quality business applications. The honing of writing skills is emphasized as are the aesthetic and psychological components of layout and design.

This course uses Adobe InDesign CS.

CIS 50, Internet, HTML, and Web Design 3 units

Transfer: CSU

- *Prerequisite: CIS 1*

This hands-on course provides all the skills necessary to navigate, create and manage content on the World Wide Web. Students will become familiar with the Internet and its underlying

ing technology and security. The course also covers the principles of Web page design, the use of graphics and other media files, and the creation of linked documents. Students will use both HTML and a Web authoring program to create and edit Web pages and will have the opportunity to put their Web sites online by publishing to a Web server.

CIS 51, Web Page Design Using XHTML and CSS **3 units**

Transfer: CSU

- *Prerequisite:* None.

XHTML is the next generation of HTML, a rewrite of HTML which adheres to XML standards. This hands-on course will explore the differences between HTML and XHTML, validating pages to current Web standards and using Cascading Style Sheets (CSS) exclusively to control the look and feel of a site. Students will create and enhance Web pages with links, graphics, tables, frames, and forms. Proper use of XHTML and CSS can provide true separation of content, structure, and presentation in Web pages, making them structurally sound, easier to maintain, and more accessible to everyone.

CIS 52, Web Page Design with FrontPage **3 units**

Transfer: CSU

- *Prerequisite:* CIS 50.

This hands-on course provides complete coverage of FrontPage features—from the basic to the advanced-needed to tackle Web projects with confidence. Topics include Web page creation, Web site management, and HTML. Students will create and enhance Web pages with links, graphics, tables, frames, and form application using FrontPage. They will learn how to create hotspots, incorporate JavaScript, use cascading style sheets, integrate office applications, and use the WebBot to build search tools and a table of contents for a Web site. Upon completing this course, students will be ready to plan, build, promote, and maintain a professional Web site including selecting a Web host and uploading the site to a Web server.

This course uses Microsoft FrontPage 2003.

CIS 54, Web Page Development and Scripting I **3 units**

Transfer: CSU

- *Prerequisite:* CIS 50 and CIS 51.

This course is for Web site designers who need to extend their skills beyond HTML in the development of Web sites through the use of scripting. The course covers both client and server side scripting. Topics include creating animated web pages, client-side forms validation, creating and using cookies to track users, processing forms data, and generating dynamically updated Web pages.

CIS 54 is the same course as Entertainment Technology 33.

Students may receive credit for one, but not both.

CIS 55, Advanced WebPage Development and Scripting **3 units**

Transfer: CSU

- *Prerequisite:* CIS 54.

This course is designed for students who want to expand their knowledge of Web page scripting. It assumes good foundational knowledge of HTML 4, JavaScript and a server-side script-

ing language such as ASP or CGI/Perl. Students will learn how to create interactive, dynamic Web pages using Dynamic HTML. Students will also use their familiarity with server-side scripting to create Shopping Cart applications written in ASP which interface with a Microsoft Access database.

CIS 56, Multimedia for the Web **3 units**

Transfer: CSU

- *Prerequisite:* CIS 59A or CIS 52, and CIS 60A.

This course will teach students the techniques to create effective user interfaces and website designs using various state-of-the-art technologies for the web. using the principle elements of Web design, including layout techniques, storyboarding, branding, navigation models, sound, motion, and design for eye appeal, coupled with the knowledge of human behavior, students will develop skills to create websites that look professional, are users friendly and work efficiently.

CIS 57, Web Site Management **3 units**

Transfer: CSU

- *Prerequisite:* CIS 52 or CIS 59A, and CIS 56.

This is a follow-up course to CIS 56. The course provides the knowledge, skills, and hands-on experience needed to deliver successful commercial Web sites. It helps students to plan and coordinate the many aspects of a Web site such as: audience, content, cost, navigation, use of graphics, and animation. This hands-on course will also provide the students with the opportunity to build a Web site for a client.

CIS 59A, Dreamweaver I **3 units**

Transfer: CSU

- *Prerequisite:* CIS 50.

This is an introductory course in learning Web page design with Dreamweaver. Students will learn techniques for designing Web pages and expand their knowledge of HTML, Dynamic HTML, and JavaScript. Students will learn to integrate images, sound, and other multimedia using Dreamweaver. This course covers Web site creation and management features including Web file management, navigation bars, formatting text styles, Cascading Style Sheets, and content management. Upon completing this course, students will be ready to plan, build, upload, and maintain a professional Web site.

This course uses Macromedia Dreamweaver 8.

CIS 59B, Dreamweaver II **3 units**

Transfer: CSU

- *Prerequisite:* CIS 59A.

This course examines advanced Dreamweaver tools and concepts. Topics covered include site architecture, Web project management, code management and site enhancements. Students will learn to enhance the development of Dreamweaver Web pages utilizing server-side includes, dynamic HTML, and intelligent use of graphics and color schemes. Additional topics will include controlling layers, importing documents, passing data between Web pages and managing site-wide content. Use of library items, advanced templates, behaviors, custom cascading style sheets positioning, frame-based pages and the Dreamweaver extension manager will also be covered.

This course uses Macromedia Dreamweaver 8.

CIS 60A, Photoshop I 3 units

Transfer: CSU

- *Prerequisite: CIS 1.*

This course is for the non-design student interested in learning Photoshop using personal computers (PCs). Students will learn image creation and editing using Adobe Photoshop. Students learn to create, repair and modify images, scan photos, plan composite images and create special effects for use in a variety of applications.

This class uses Photoshop CS2 in the Windows (PC) environment only.

CIS 60B, Photoshop II 3 units

Transfer: CSU

- *Prerequisite: CIS 60A.*

This course is for non-design students interested in learning the advanced features in Photoshop using personal computers (PCs). Students will learn to use advanced image creation and editing tools in Adobe Photoshop. Students will be able to create and modify images, text, and animation for the WEB as well as a variety of other applications.

This class uses Photoshop CS2 in the Windows (PC) environment only.

CIS 62A, Flash I 3 units

Transfer: CSU

- *Prerequisite: CIS 50.*

In this course students who are not design majors will learn to use Flash. Topics will include the creation of graphic elements using Flash's unique drawing tools, turning graphic elements into animation, and introduction to ActionScripting techniques for the creation of interactive movies and publish the flash movies to HTML and popular graphic formats.

This course uses Flash 8.

CIS 62B, Flash II 3 units

Transfer: CSU

- *Prerequisite: CIS 62A.*

In this course, students who are non-design majors will learn to take their Flash skills to the next level by taking advantage of its scripting language, ActionScript, which offers a more robust programming model and better object-oriented programming support. Topics will include learning how ActionScript can control graphic, sounds, and text. To create user-interface elements, and learn how Flash communicates with outside applications such as Web browsers.

This course uses Flash 8.

CIS 64, Illustrator 3 units

Transfer: CSU

- *Prerequisite: Computer Information Systems 60A.*

This course is for the non-design students interested in learning Adobe Illustrator using Personal Computers for Windows. Students will develop the skills and use a variety of tools to create sophisticated illustrations, logos, advertisements, and other business media graphics for the Web.

CIS 88A, Independent Studies in CIS 1 unit

Transfer: CSU

Please see "Independent Studies" section.

CIS 88B, Independent Studies in CIS 2 units

Transfer: CSU

Please see "Independent Studies" section.

CIS 90, Computer Internships 2 units

Transfer: CSU

- *Prerequisite: None.*

Students must arrange an approved internship prior to enrolling in this class. F-1 students must see the Immigration Coordinator at IEC before enrolling.

The Internship Program is designed to provide the student with the opportunity of on-site experience in a computer lab. Students spend a minimum of six hours per week during the semester in a supervised computer facility.

CIS 90A, Internship in Computer Applications 1 unit

Transfer: CSU

- *Prerequisite: None.*

Students must arrange an approved internship prior to enrolling in this class. F-1 students must see the Immigration Coordinator at the International Education Center before enrolling.

The Internship Program is designed to provide the student with the opportunity of on-site work experience in a computer lab. Students spend time weekly in a supervised computer facility.

CIS 90B, Internship in Computer Applications 2 units

Transfer: CSU

- *Prerequisite: None.*

Students must arrange an approved internship prior to enrolling in this class. F-1 students must see the Immigration Coordinator at the International Education Center before enrolling.

The Internship Program is designed to provide the student with the opportunity of on-site work experience in a computer lab. Students spend time weekly in a supervised computer facility.

Computer Science

Keyboarding skills of 25 words per minute or enrollment in OFTECH 1A or 9A are recommended for computer programming classes.

CS 3, Introduction to Computer Systems 3 units

Transfer: UC*, CSU

- *Prerequisite: None.*

*No UC credit for CIS 1 or 4 if taken after CS 3.

This is a beginning course intended for students who plan to take additional computer programming or computer science courses. Emphasis in the course is divided between a broad survey of the field of computer information systems and the acquisition of computer skills necessary for more advanced classes. Such skills would involve use of the operating system, file management techniques, use of an editor, and an introduction to programming.