

## Computer Business Information Systems

### CBIS 101 Computer Concepts and Applications

#### 3.0 units

Acceptable for credit: Transfer to UC, CSU

C-ID Course Number: ITIS 120

Advisories: CBOT 100 - Keyboarding ; CBIS 301 - Computer Fundamentals 1

The focus of this course is to provide the students with computer concepts and management information systems concepts as used with business computing. Additionally, the course covers changes in technology that affect how computers are used in business. The course includes hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases, and presentation software. Learn the fundamentals latest version of Microsoft Office: Word, Excel, Access and PowerPoint, (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

### CBIS 108 Networking and Administration

#### 3.0 units

Acceptable for credit: Transfer CSU

Advisories: CBIS 301 - Computer Fundamentals 1

Prepares students to work as network administrators or server managers emphasizing installation and maintenance of a Windows networking environment. Also provides preparation for the Windows certification exam. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 112 Intro to Visual Basic Program

#### 3.0 units

Acceptable for credit: Transfer to UC, CSU

Advisories: CBIS 301 - Computer Fundamentals 1 ; or CBIS 101 - Computer Concepts and Applications ; or CS 102 - Introduction to Computing with HTML

An introduction to Visual Basic Net programming language for the Windows environment. Learn to create forms, add controls, and develop code for Windows, Mobile, Web, and database application programs. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 141 Microsoft Excel-Comprehensive

#### 3.0 units

Acceptable for credit: Transfer CSU

Advisories: CBIS 101 - Computer Concepts and Applications ; or CBIS 371 - Intro to Excel ; or CS 102 - Introduction to Computing with HTML

Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 142 Microsoft Access-Comprehensive

#### 3.0 units

Acceptable for credit: Non-Transferable

Advisories: CBIS 101 - Computer Concepts and Applications ; or CBIS 372 - Intro to Access

Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros, and code modules. Learn Microsoft Access. Course teaches skills needed for the Microsoft Access certification. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 301 Computer Fundamentals 1

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

Advisories: CBOT 100 - Keyboarding

A basic course for computer novices to learn how to operate a computer and use common software such as the Windows, operating system, Internet browser and Microsoft Office. Also covers using these skills for the workplace with the inclusion of soft skills in the business environment. Learn Windows operating system and update your computer skills. This is an excellent computer course for the computer beginner. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 310 Information Security Awareness for Business Professionals

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: CBIS 101 - Computer Concepts and Applications

The focus of this course is to provide the students with the practical knowledge to protect their personal computers and networks from increasingly sophisticated attacks and apply these skills to business practice. This course addresses questions like: What type of attacks will antivirus software prevent? How do I set up a firewall? How can I test my computer to be sure that attackers cannot reach it through the Internet? How do I protect mobile devices? Students learn answers to these questions through a series of real-life user experiences and a straightforward presentation of information. The course includes hands on projects and case projects that give students the opportunity to apply what they have learned. (Fall, Spring) (Letter Grade or Pass/No Pass)

### CBIS 311 Information Security Planning for Business Managers

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: CBIS 101 - Computer Concepts and Applications

The focus of this course is to provide the students with the practical knowledge to determine areas of risks/vulnerabilities in Business Information Systems and use this knowledge to create a plan to address data security risks in the workplace. (Fall) (Letter Grade or Pass/No Pass)

### CBIS 321 Internet Business Applications

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Advisories: CBIS 301 - Computer Fundamentals 1 or equivalent skills

Development of fundamental competency in Internet business applications. Explores a comprehensive range of skills from the basic uses of Internet browsers, search engines, and email to file

transfer protocol, file compression, and bookmark management. Includes the use of editing software to create interactive business websites, searching for and registering domain names, and analyzing business websites. (Fall, Spring) (Letter Grade or Pass/No Pass)

- (Letter Grade or Pass/No Pass)

### **CBIS 327 Building Business Web Sites**

#### **3.0 units**

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

Advisories: CBIS 301 - Computer Fundamentals 1 or equivalent

An introductory to advanced course on business website development that consists of website design, accessibility, usability, and troubleshooting. Presents skills necessary to create professional-looking business Web pages using images, tables, tags, cascading style sheets, forms, libraries, behaviors and timelines. Includes uploading and maintaining pages on an Internet server site. Learn Adobe Dreamweaver's latest version. (Fall, Spring) (Letter Grade or Pass/No Pass)

### **CBIS 337 Presentation Design - PowerPoint**

#### **3.0 units**

Acceptable for credit: D - Credit - Degree Applicable

An introduction to computer-based business presentations and their development using PowerPoint. This course is not open to students who are enrolled in or have received credit for CBOT 337. (Fall, Spring) (Letter Grade or Pass/No Pass)

### **CBIS 371 Intro to Excel**

#### **1.0 unit**

Acceptable for credit: D - Credit - Degree Applicable

Provides the students with an introduction to the use of Microsoft Excel. This course covers fundamentals of spreadsheet design; data entry, use of formulas and operators, charting information and printing worksheets and graphs. (Fall, Spring, Summer) (Pass/No Pass)

### **CBIS 372 Intro to Access**

#### **1.0 unit**

Acceptable for credit: D - Credit - Degree Applicable

Provides the student with an introduction to the use of a database management program. Learn Microsoft Access. (Fall, Spring, Summer) (Pass/No Pass)

### **CBIS 379A An Introduction to Business Website Development**

#### **1.0 unit**

Acceptable for credit: D - Credit - Degree Applicable

C-ID Course Number: n/a

Course on fundamentals of business website planning: outline business website goals, competitor website analysis, target audience analysis, website content requirements and choosing appropriate tools to setup a site through templates. (Summer) (Letter Grade or Pass/No Pass)

### **CBIS 399 Special Topics in Computer Business Information Systems**

#### **0.5 - 3.0 units**

Acceptable for credit: -