Computer Business Information Systems

CBIS 101 Computer Concepts & Applications
3.0 units
Acceptable for credit: Transfer to UC, CSU
C-ID Course Number: BUS 140
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. (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 CSU
Advisories: CBIS 301 - Computer Fundamentals 1 ; or CBIS 101 - Computer Concepts & 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 & 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 & Applications ; or CBIS 372 - Intro to Access ; or CS 102 - Introduction to Computing with HTML
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. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 189 Independent Projects
1.0 - 3.0 units
Acceptable for credit: Transfer CSU
Courses for students capable of independent work who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or development of skills and competencies under faculty advisement and supervision. Independent projects may be earned in most disciplines. Students wishing to enroll in Independent Projects should contact the appropriate instructor identified in the class schedule. If the project proposed is acceptable to that instructor, a contract will be developed. All contracts for these classes must be completed and submitted to the Records Office no later than the end of the second week of the semester. Students may enroll for any combination (unit value) of Independent Projects 189 and/or 389 for a total of four semesters in a specific discipline. Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline, and are based on the following formula: 1 unit - 48 hours per semester 2 units - 96 hours per semester 3 units - 144 hours per semester (Fall, Spring, Summer) (Letter Grade or Pass/No Pass)

CBIS 301 Computer Fundamentals 1
3.0 units
Acceptable for credit: D - Credit - Degree Applicable
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 and an Internet browser. Also covers the use of common hardware devices such as a mouse, keyboard and printer. Learn Windows operating system. (Fall, Spring) (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 e-mail to file transfer protocol, file compression, and bookmark management. Includes the use of editing software to create interactive business Web sites, searching for and registering domain names, and analyzing business web sites. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 327 Building Business Web Sites
3.0 units
Acceptable for credit: D - Credit - Degree Applicable
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 Macromedia Dreamweaver. (Fall, Spring) (Letter Grade or Pass/No Pass)

CBIS 337 Presentation Design - PowerPoint
3.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: or knowledge of Windows
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 350 Information Systems Applications Lab
1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 142 - Microsoft Access-Comprehensive ; or CBIS 371 - Intro to Excel ; or CBIS 372 - Intro to Access
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBIS 351 Info Systems Lab
1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 108 - Networking and Administration ; or CBIS 112 - Intro to Visual Basic Program ; or CBIS 301 - Computer Fundamentals 1
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (Pass/No Pass)

CBIS 352 Info Systems Office Lab
1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Corequisite: CBIS 101 - Computer Concepts & Applications
Open-entry laboratory class designed to provide students with the opportunity to refine and expand techniques learned in the corequisite course. (Fall, Spring) (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; date 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 381 Introduction to Mac OS
1.0 unit
Acceptable for credit: D - Credit - Degree Applicable
Provides the students with an introduction to the use of the Mac operating system. Course covers fundamentals of Mac OS; managing the desktop;' managing files and folders; personalizing and customizing your computer; and using system applications. (Fall, Spring, Summer) (Pass/No Pass)

CBIS 382 Office Apps for the Mac
2.0 units
Acceptable for credit: D - Credit - Degree Applicable
Advisories: CBIS 381 - Introduction to Mac OS
An introduction to Microsoft Office applications using a Mac computer. Word, Excel and PowerPoint (Fall, Spring, Summer) (Pass/No Pass)

CBIS 399 Special Topics in Computer Business Information Systems
0.5 - 3.0 units
Acceptable for credit:
- (Letter Grade or Pass/No Pass)