COMPUTER INFORMATION SYSTEMS (CIS)

CIS A090   **1.5 Units (18 lecture hours; 27 lab hours)**
Beginning Computer Keyboarding 1
Grading Mode: Pass/No Pass
Not Transferable.

The student will develop basic keyboarding skills on a computer keyboard using correct stroking techniques on letter, number, and symbol keys. Emphasis on developing accuracy and speed. No credit will be given to students who can already type 30 words per minute. This course may also be offered online. Offered on a pass-no pass basis only.

CIS A092   **1.5 Units (18 lecture hours; 27 lab hours)**
Beginning Computer Keyboarding 2
Advisory: CIS A090.

Grading Mode: Pass/No Pass
Keyboarding on the computer for students who can demonstrate typing by touch control and know alphabetic, numeric, and symbolic keys. Emphasis on speed and accuracy on straight copy material, introduction to MS Word, formatting of memos, personal letters, business letters, one-page reports, and simple tables. This course may be taken concurrently with CIS A090. This course may also be offered online. Offered on a pass-no pass basis only.

CIS A100   **3 Units (54 lecture hours)**
Introduction to Computer Applications
Advisory: CIS A090 or equivalent.

Grading Mode: Standard Letter
Transfer Credit: CSU; UC.

Introductory computer course for MS Windows and applications. Students learn about the computer operating system and software applications for word processing, spreadsheets, databases, multimedia presentations, the Internet, and social networking tools. Provides preparation for students seeking Microsoft Certified Application Specialist (MCAS) certification. This course may also be offered online.

CIS A100H   **3 Units (54 lecture hours)**
Introduction to Computer Applications Honors
Advisory: CIS A090 or equivalent.

Grading Mode: Standard Letter
Transfer Credit: CSU.

Introductory computer course for MS Windows and applications. Students learn about the computer operating system and software applications for word processing, spreadsheets, databases, multimedia presentations, the Internet, and social networking tools. Provides preparation for students seeking Microsoft Certified Application Specialist (MCAS) certification. This course may also be offered online.

CIS A111   **3 Units (54 lecture hours; 18 lab hours)**
Introduction to Computer Information Systems
Grading Mode: Standard Letter
Transfer Credit: CSU; UC.

Introductory course in the applications of information systems in business. Students will learn about Information Systems, hardware and software components, networks, ethics and security issues, ecommerce, and Web page design. Use of spreadsheet and database management software to create computer-based solutions to business problems. Meets the lower division computer requirement for business majors at some CSU and UC campuses. This course may also be offered online. **C-ID:** BUS 140, IT IS 120.

CIS A111H   **3 Units (54 lecture hours; 18 lab hours)**
Introduction to Computer Information Systems Honors
Grading Mode: Standard Letter
Transfer Credit: CSU.

Introductory course in the applications of information systems in business. Students will learn about Information Systems, hardware and software components, networks, ethics and security issues, ecommerce, and Web page design. Use of spreadsheet and database management software to create computer-based solutions to business problems. Meets the lower division computer requirement for business majors at some CSU and UC campuses. This course may also be offered online.

CIS A123   **2 Units (36 lecture hours; 18 lab hours)**
Web Page Design 1
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course will provide a practical understanding of HTML and CSS to design and format web pages. Text editors will be used to create and format Web pages incorporating various types of styles. This course may also be offered online. Graded or Pass/No Pass option.

CIS A129   **2 Units (36 lecture hours; 18 lab hours)**
Web Page Design 2
Advisory: CIS A123.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Intended for students who know how to create web pages using HTML. This course covers advanced Cascading Style Sheets (CSS) techniques such as designing responsive Web sites for tablets, mobile devices, and desktops. Graded or Pass/No Pass option. This course may also be offered online.

CIS A134   **2 Units (36 lecture hours)**
Excel 1
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Topics include spreadsheet concepts, model building, formula development, formula functions, charts, and list functions. Provides preparation for students seeking Microsoft Office Specialist (MOS) core certification. Same as BUS A134. Students completing CIS A134 may not receive credit for BUS A134. This course may also be offered online. Graded or Pass/No Pass option.

CIS A134H   **2 Units (36 lecture hours)**
Excel 1 Honors
Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Topics include spreadsheet concepts, model building, formula development, formula functions, charts, and list functions. Provides preparation for students seeking Microsoft Office Specialist (MOS) core certification. Same as BUS A134. Students completing CIS A134 may not receive credit for BUS A134. This course may also be offered online. Graded or Pass/No Pass option.

CIS A137   **2 Units (36 lecture hours)**
Microsoft Outlook
Advisory: Keyboarding competency of 25 words a minute for 3 minutes with no more than 1 error per minute.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU

The basics of communicating by email. Students will use basic computer concepts for learning Microsoft Outlook. Other topics include the use of the calendar, weather, management of contacts, tasks, notes, appointments, mail merge, scheduling, integrating Outlook with other applications, and working in the cloud. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification. May be offered online. Graded or Pass/No Pass option.

CIS A149   **2 Units (36 lecture hours)**
Office Procedures
Advisory: CIS A092.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Personal qualities and office skills required of an office assistant in a high tech, multicultural labor force. Office applications generated with Microsoft Office, enhanced verbal and written communications skills, reprographics, telephone and mail procedures, records management, time and stress management, office ethics, and career planning. This course may also be offered online. Graded or Pass/No Pass option.

CIS A160   **4 Units (63 lecture hours; 27 lab hours)**
Introduction to UAS Automation
Advisory: CIS A090, CIS A100, CIS A111, or CS A122.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

This course introduces students to the automation of Unmanned Aircraft Systems (UAS), including UAS flight control, camera and video capturing, telemetry data analysis and mission management. Throughout the semester, students will work in teams to plan, design and automate Unmanned Aircraft System missions by learning and using Software Development Kits (SDKs) of industry leading UAS providers. UAS projects will include behaviors such as path-following, random roaming with obstacle avoidance and telemetry data collection and analysis. This course may be offered online. Graded or Pass/No Pass option. Same as APT A160. Students who have taken APT A160 may not take CIS A160.

CIS A171   **2 Units (36 lecture hours; 18 lab hours)**
Introduction to JavaScript
Advisory: CIS A123.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

For students who already know how to create Web pages using HTML, this course introduces the fundamentals of JavaScript, a scripting language used to create interactive Web pages. Students will create dynamic Web pages using dialog boxes, forms, menus, rollover buttons, and image manipulation. This course may also be offered online. Graded or Pass/No Pass option.

CIS A223   **2 Units (36 lecture hours; 18 lab hours)**
JavaScript 2
Advisory: CIS A129 and CIS A171.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

For students who already know how to create web pages using HTML and understand JavaScript, this course covers advanced features of Front-End development. Topics include closures, advanced Javascript OOP patterns, utilizing jQuery, manipulating Document Object Model (DOM), and writing AJAX scripts. Graded or Pass/No Pass option.

CIS A227   **2 Units (36 lecture hours)**
JavaScript 3
Advisory: CIS A223.

Grading Mode: Standard Letter
Transfer Credit: CSU.

For students with advanced Javascript knowledge. The course will cover the latest technology to build complex Web apps. Topics include TypeScript foundations and AngularJS 2. This course may also be offered online.

CIS A234   **2 Units (36 lecture hours)**
Excel 2
Advisory: CIS A134 or BUS A134.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Create templates and macros using Visual Basic for Applications to automate Excel tasks, formula auditing, data validation, complex problem solving, importing data, routing changes, PivotCharts, PivotTables, and trendlines. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification. Same as BUS A234. Students completing CIS A234 may not receive credit for BUS A234. This course may also be offered online. Graded or Pass/No Pass option.

CIS A234H   **2 Units (36 lecture hours)**
Excel 2 Honors
Advisory: CIS A134 or BUS A134.

Grading Mode: Standard Letter, Pass/No Pass
Transfer Credit: CSU.

Create templates and macros using Visual Basic for Applications to automate Excel tasks, formula auditing, data validation, complex problem solving, importing data, routing changes, PivotCharts, PivotTables, and trendlines. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification. Same as BUS A234. Students completing CIS A234 may not receive credit for BUS A234. This course may also be offered online. Graded or Pass/No Pass option.