



Information Technology, Business and Economics CLASSES BUNDLE FALL 2022

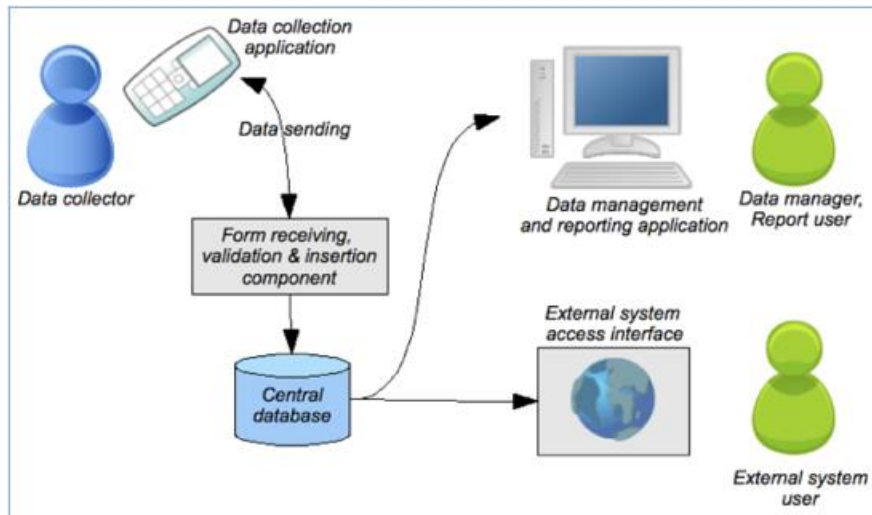
18 units transferable

"I am interested in new technology, business or economics."

Registration date for graduating High School Seniors and New Students: May 7, 2022

Weekly Schedule with Six (6) Classes

Monday	Tuesday	Wednesday	Thursday
	ENGL-122L-9202 11:10AM-12:35PM		ENGL-122L-9202 11:10AM-12:35PM
COMSCI-101-9221 - 100% Online			
BUS-109-9120 - 100% Online			
1st (8) weeks of semester (Aug 22-Oct 12)		2nd (8) weeks of semester (Oct 17-Dec 7)	
CIS-100-9127 MS Windows – 100% Online OR CIS-101-9031 Apple Mac OS – 100% Online		CIS-116-9132 MS Excel – 100% Online CIS-118-9330 MS PowerPoint - 100% Online	



Course Descriptions

Course	Description	Meets
ENGL-122L	<p>First-Year College Composition and Reading with Additional Support (5 Units) This course is designed for students who place into ENGL122 with the requirement or recommendation of additional support. The course focuses on the practice of reading and writing at the college-level, while also offering support in effective reading, writing, and critical-thinking strategies, as well as other academic best practices. This course also encourages students to apply disciplined thought to language in order to comprehend and analyze college-level readings and to compose college-level essays that are coherent, detailed, and free of serious error. In their essays, students will use a variety of types of support including primary and secondary research and employ varied rhetorical strategies used by accomplished writers.</p>	C-ID, ENGL-100, CSU, UC
COMSCI-101	<p>Computer Literacy (4 units) This introductory course in computer literacy covers the basics of computer hardware, software, and networking. Topics include local and cloud-based file management, productivity software for word processing, spreadsheets, databases, presentations, and home networks. An introduction to computer programming is also presented.</p>	CSU, UC
BUS-109	<p>Introduction to Business (3 units) This survey course provides an introduction to the study of the modern business enterprise. Students will examine the role of business in a market economy, survey current business trends and evaluate the global, financial, and social environment in which businesses exist and operate. Moreover, the course will describe the evolution, formation and management of American and international businesses, and provide a basic understanding of various functional areas of business, including economics, marketing, finance, management, human resources, international operations, and business decision-making using information technology.</p>	C-ID, BUS-110, CSU, UC
CIS-100	<p>Microsoft Windows – Comprehensive (2 units) This course introduces the functions of the Microsoft Windows Operating System (Win OS), including the graphical user interface, file and folder management, system preferences, and networking. No previous computer experience is required.</p>	CSU
CIS-101	<p>Apple Mac Operating Systems (2 units) This course introduces the functions of the Apple Mac Operating System (OS), including the graphical user interface, file and folder management, system preferences, and networking. No previous computer experience is required.</p>	CSU
CIS-116	<p>Microsoft Excel – Comprehensive (2 units) This course presents the comprehensive functions of Microsoft Excel, a powerful spreadsheet program which is part of the Microsoft Office Suite. Topics include worksheets, charts, formulas, functions, workbooks, and macros. Material relevant to the Microsoft certification examination will be covered. No previous experience with this software is required.</p>	CSU
CIS-118	<p>Microsoft PowerPoint – Comprehensive (2 units) This course presents the comprehensive functions of Microsoft PowerPoint, a powerful presentation program which is part of the Microsoft Office Suite. Topics include presentation development, special effects, slide shows, and the use of text, graphics, and multimedia. Material relevant to the Microsoft certification examination will be covered. No previous experience with this software is required.</p>	CSU