

COM 020 ARGUMENTATION AND DEBATE 3.0 UNITS*Total Lecture: 54 hours**Advisory: ENG 001A or ENG 001AX**Acceptable for credit: University of California, California State University*

This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. *Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.*

COM 020H ARGUMENTATION AND DEBATE - HONORS 3.0 UNITS*Total Lecture: 54 hours**Advisory: ENG 001A or ENG 001AX**Acceptable for Credit: California State University, University of California*

This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Students cannot receive credit for both COM 020 and COM 020H. Enrollment in the Honors Program is required. *Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.*

COMPUTER APPLICATIONS (CAP)

CAP 010A LEARNING THE KEYBOARD 1.0 UNIT*Total Lab: 54 hours*

This course is designed for anyone who wants to learn the "touch" system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. *Pass/No Pass Only.*

CAP 013 TEN-KEY NUMERIC KEYPAD 1.0 UNIT*Total Lab: 54 hours*

This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CAP 010A or CAP 010C. *Pass/No Pass Only.*

CAP 033A MICROSOFT WORD - COURSE 1 3.0 UNITS*Total Lecture: 54 hours**Advisory: CAP 010A**Acceptable for credit: California State University*

This course covers word processing features using Microsoft Word. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus, and other basic word processing skills. *Pass/No Pass Option.*

CAP 033B MICROSOFT WORD - COURSE 2 3.0 UNITS*Total Lecture: 54 hours**Advisory: CAP 010A and CAP 033A**Acceptable for credit: California State University*

Students develop an in-depth knowledge of Microsoft Word in order to develop documents. This course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. *Pass/No Pass Option.*

CAP 044 USING PROJECT MANAGEMENT SOFTWARE TO MANAGE A PROJECT 1.0 UNITS*Total Lecture: 18 hours**Advisory: CAP 070**Acceptable for credit: California State University*

This course covers the basic concepts of project management and the essential components of project management software. Students research and evaluate a number of project management software applications including but not limited to SmartSheet, Microsoft Planner, Microsoft Project, and Liquid Planner. Students will choose a project management software application to design and create a basic project plan. *Pass/No Pass Option.*

CAP 045A INTRODUCTORY MICROSOFT PROJECT 1.0 UNIT*Total Lecture: 18 hours**Advisory: CAP 070**Acceptable for credit: California State University*

This course covers the basic concepts of project management and the essential components of Microsoft Project. Students utilize Microsoft Project to create and link tasks; add and assign work and cost resources to tasks; modify the work calendar; and format and print the project plan. *Pass/No Pass Option.*

CAP 045B INTERMEDIATE MICROSOFT PROJECT 2.0 UNITS*Total Lecture: 36 hours**Advisory: CAP 045A**Acceptable for credit: California State University*

This course covers more advanced concepts of project management and advanced features of Microsoft Project. Students work with the project management tools of Microsoft Project to analyze schedules, solve resource problems, and monitor the progress of a project. *Pass/No Pass Option.*

CAP 046D INTRODUCTION TO MICROSOFT POWERPOINT 1.0 UNITS*Total Lecture: 18 hours**Advisory: CAP 010A**Acceptable for Credit: California State University*

This course introduces students to Microsoft PowerPoint. Students learn the basic techniques to create a presentation with multiple slides, transitions, animation and formatting of slides. *Pass/No Pass Option.*

CAP 046E INTERMEDIATE MICROSOFT POWERPOINT 1.0 UNITS*Total Lecture: 18 hours**Advisory: CAP 010A and CAP 046D**Acceptable for credit: California State University*

This course covers advanced features of Microsoft PowerPoint. Students integrate PowerPoint with MS Word, Excel, and web pages. They learn to customize a slide show and use other advanced features. *Pass/No Pass Option.*

CAP 048 MICROSOFT PROJECT 2.0 UNITS*Total Lecture: 36 hours**Advisory: CAP 070**Acceptable for credit: California State University*

This course covers the essential features of MS Project. Students work with the project management tools of Microsoft Project to plan a project, create and assign resources, analyze schedules, solve resource problems, and track the progress of a project. *Pass/No Pass Option.*

CAP 062B AN INTRODUCTION TO MICROSOFT EXCEL 1.0 UNIT

Total Lecture: 18 hours

Advisory: CAP 070

Acceptable for credit: California State University

This is an introduction to Microsoft Excel. The course covers basic formulas, functions, charts, and formatting. Students create 3-D charts, use loan amortization functions, enhance worksheets, utilize functions, and modify print options. *Pass/No Pass Option.*

CAP 063B INTERMEDIATE MICROSOFT EXCEL 2.0 UNITS

Total Lecture: 36 hours

Advisory: CAP 062B

Acceptable for credit: California State University

This course is the second in a series of Microsoft Excel courses designed to help students learn Excel features that are used in business decisions. Students apply What-IF Analysis such as scenario tables, goal seek, and solver. Students also utilize advanced functions such as VLOOKUP, Nested IF's, Pivot tables and Pivot charts, macros and more. This course is designed for students who are computer literate and have a previous working knowledge of Excel formulas, functions, and charts. *Pass/No Pass Option.*

CAP 070 USING MS WINDOWS 1.0 UNIT

Total Lecture: 18 hours

Acceptable for credit: California State University

This course introduces students to the current version of the Windows operating system and helps students acquire fundamental Windows skills including file management, Internet connectivity, network file sharing, hardware management, troubleshooting and customizing settings. *Pass/No Pass Option.*

CAP 071E MICROSOFT OUTLOOK 1.0 UNIT

Total Lecture: 18 hours

Advisory: CAP 070

Students learn the most important features of Microsoft Outlook, Students learn how to manage email with rules and folders, enter appointments and events, create, and manage a daily, weekly, or monthly schedule, track tasks, and manage contacts and contact groups. Computer literacy and keyboarding skills are recommended. *Pass/No Pass Option.*

CAP 081B INTRODUCTION TO MICROSOFT ACCESS 1.0 UNIT

Total Lecture: 18 hours

Advisory: CAP 070

Acceptable for credit: California State University

Microsoft Access is part of the Microsoft Office suite of products and is a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. *Pass/No Pass Option.*

CAP 092A INTRODUCTION TO CLOUD TECHNOLOGIES AND SOCIAL MEDIA 2.0 UNITS

Total Lecture: 36 hours

Advisory: CAP 010A

Acceptable for credit: California State University

This course is designed for anyone who wants to learn more about Web 2.0 and cloud technologies. This course provides an introduction to Web 2.0 applications, such as social networking sites (SNS), video-sharing sites, wikis, blogs and mashups. Students utilize Web 2.0 applications to facilitate interactive information sharing and collaboration via the Internet. *Pass/No Pass Option.*

CAP 092B GOOGLE APPS FOR PERSONAL PRODUCTIVITY 2.0 UNITS

Total Lecture: 36 hours

Advisory: CAP 010A or CAP 037A

Acceptable for credit: California State University

This course introduces students to Google Drive and Google applications. Students learn to use GMail, Google Calendar, Document, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. Students also identify opportunities to utilize Google apps to communicate and collaborate within a virtual-social network. *Pass/No Pass Option.*

CAP 100 LEARNING THE KEYBOARD NONCREDIT

Total: 54 hours

This noncredit course is designed for anyone who wants to learn the "touch" system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. Satisfactory Progress.

CAP 101 COMPUTERS SIMPLIFIED FOR BEGINNING LEARNERS NONCREDIT

Total: 18 hours

This noncredit course takes students through the basics of using a computer to perform essential tasks for workforce and academic survival. Highlights of the course include: operating system basics, applications software, e-mail basics, computer peripherals, and Internet basics. Satisfactory Progress.

CAP 111 COLLABORATE AND INTEGRATE WITH SHAREPOINT AND MS OFFICE 365 3.0 UNITS

Total Lecture: 45 hours, Total Lab: 27 hours

Advisory: BUS 021L or CAP 062B

Acceptable for credit: California State University

This course provides students with the fundamental knowledge and skills required to collaborate with business teams using Microsoft SharePoint and Office 365 web apps and office software. Students create, edit and maintain collaboration sites, including webpages, user communities, wikis, calendars, and blogs in office environments that require multi-user access. This course is designed for students majoring in Business, Computer Applications, or Computer Information Systems as well as for business professionals seeking to update their technology skills. *Pass/No Pass Option.*

COMPUTER INFORMATION SYSTEMS (CIS)

NOTE: Maximum credit that can be transferred to UC is a total of six CIS courses.

CIS 001 INTRODUCTION TO COMPUTER SCIENCE AND TECHNOLOGY 4.0 UNITS

Total Lecture: 54 hours, Total Lab: 54 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the concepts of computer science and information technology. It covers computer architecture, the Internet and networking, and basic programming and data manipulation. Students develop a practical, realistic understanding of computer science and information technology. This course is recommended for students in any major who want to learn about computers and programming. *Pass/No Pass Option.*