BUSINESS INFORMATION TECHNOLOGY

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DIVISION: Business

BIT 010 BASIC COMPUTER KEYBOARDING
1 unit
Transfer Credit: CSU
Touch control of the computer keyboard, basic keyboarding skills and numeric keypad operations. Total of 9 hours lecture and 27 hours laboratory.
Grade Mode: *Audit, Letter Grade*

BIT 011 BUSINESS DOCUMENT PROCESSING
2 unit
Transfer Credit: CSU
Production of business documents using word processing software, including proofreading and proper grammar and punctuation. Development of computer keyboarding technique, speed, and accuracy. No credit if taken after BIT 011B. Total of 36 hours lecture.
Grade Mode: *Letter Grade*

BIT 025 SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS
3 unit
Transfer Credit: CSU
C-ID: BUS 140
Survey of Business information systems and technology, networking, e-commerce, ethics and security, systems hardware and software components, and commonly used business software applications, including word processing, spreadsheets, graphics, and database management. Applications of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Total of 54 hours lecture.
Grade Mode: *Letter Grade*

BIT 102 SPREADSHEET BASICS
1 unit
Recommended Preparation: *Enrollment in or completion of BIT 107*

Introduction to basic concepts and use of spreadsheet software to create, edit, store, retrieve and print simple spreadsheets and charts. No credit if taken after or concurrently with BIT 103A, BIT 103B, BIT 133A, or BIT 133B. Total of 18 hours lecture and 18 hours laboratory.
Grade Mode: *Audit, Letter Grade*

BIT 105 BUSINESS SOFTWARE – MICROSOFT ACCESS
2 unit
Intermediate to advanced relational database concepts to create database tables, forms, business reports, macros, and queries. No credit if taken after BIT 105B. Total of 36 hours lecture.
Grade Mode: *Letter Grade*

BIT 106 BUSINESS SOFTWARE – INTRODUCTION TO MICROSOFT OFFICE SYSTEM
3 unit
Comprehensive overview of the Microsoft Office System applications including Word, Excel, PowerPoint, and Access; integration of applications to create reports and presentations. Total of 54 hours lecture.
Grade Mode: *Letter Grade*

BIT 107 BUSINESS SOFTWARE – WINDOWS
1 unit
Use and management of the environment and file system within the Windows operating system on both local and cloud systems. Concepts and terminology; end-user techniques for searching and for basic diagnostic and trouble-shooting procedures. Total of 18 hours lecture.
Grade Mode: *Letter Grade*

BIT 108 MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS
1 unit
Use and features of business communication software, email software, and emerging business technologies including Microsoft Outlook and Google Drive. Electronic document routing, organizers, calendars, meeting and facility schedulers, and collaborative techniques. Total of 18 hours lecture.
Grade Mode: *Letter Grade*

BIT 109 BUSINESS SOFTWARE – MICROSOFT POWERPOINT
2 unit
Concepts and use of presentation graphics software to plan and develop effective business presentations. Total of 36 hours lecture.
Grade Mode: *Letter Grade*

BIT 115 BUSINESS RECORDS SKILLS
1 unit
Introduction to records management concepts and database software using Microsoft Access. Records management systems for organizing business information, materials, and records by applying standard indexing rules and using manual and electronic filing systems (alphabetic, numeric, geographic, chronologic, and subject). Total of 18 hours lecture.
Grade Mode: *Audit, Letter Grade*

BIT 117 COLLABORATIVE WEB-BASED WORKSPACES
1 unit
Introduction to web-based collaborative workspace software to enhance work, data, and content collaboration in an organizational environment. Emphasis on working as a team, and on workspace sites, workflows, content publication, discussion boards, document libraries, tracking tasks, blogs, wikis, and managing users and permissions. Projects include the design and creation of customized workspaces to solve specific business needs. Total of 18 hours lecture.
Grade Mode: *Letter Grade*

BIT 122 INTERNET RESEARCH FOR BUSINESS
1 unit
Conducting Internet research, and evaluating, managing, and organizing Internet research findings to effectively communicate information in business. Total of 18 hours lecture.
Grade Mode: *Audit, Letter Grade*

BIT 124 ADMINISTRATIVE BUSINESS PROCEDURES
3 unit
Administrative support procedures, task organization, time management, team concepts and customer service skills, business travel and meeting arrangements, effective personal interactions to facilitate office work flow, and making ethical choices in the office. Career success and job finding skills. Total of 54 lecture hours.
Grade Mode: *Audit, Letter Grade*

BIT 128 BUSINESS SOFTWARE – MICROSOFT WORD
2 unit
Application of intermediate to advanced word processing concepts to create, edit, and format business documents such as memos, forms, newsletters, reports, tables, and templates. Topics include mail merge, images, complex tables, macros, collaboration tools, and master documents. No credit if taken after BIT 128B. Total of 36 hours lecture.
Grade Mode: *Letter Grade*

BIT 131 PROFESSIONAL SKILLS FOR CAREER SUCCESS
3 unit
Navigating technology at work; creativity and innovation; interpersonal communications; time management; organization skills; effective listening; valuing diversity; and value-added service. Includes role playing and critical thinking activities to teach these valuable skills in an integrated manner. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade, Pass/No-Pass*

BIT 133 BUSINESS SOFTWARE – MICROSOFT EXCEL
2 unit
Application of intermediate to advanced spreadsheet software to prepare budgets, record accounting information, and conduct financial analysis. Topics include formula and function creation, PivotTables and PivotCharts, macros, data analysis, what-if analysis, and charts. No credit if taken after BIT 133B. Total of 36 hours lecture.
Grade Mode: *Letter Grade*

BIT 135 BUSINESS SOFTWARE – CUSTOMER RELATIONSHIP MANAGEMENT
2 unit
Introduction to Customer Relationship Management software to compile, format, and report sales, marketing, and customer service information. Emphasis will be on CRM software to track sales leads, organize marketing campaigns, and track customer interactions. Total of 36 hours lecture.
Grade Mode: *Letter Grade*