

---

## Computer Information Systems (CIS)

### **CIS 002**                      **Internet Programming HTML/CSS**                      **(3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

#### Internet Programming HTML/CSS

CIS 002 is an intensive nine week course that helps students develop the skills needed to create and maintain well-organized and well-formed Web pages and sites. Students will learn the history, power and limitations of basic Web page development through the Web's foundation languages, Hypertext Mark-up Language (HTML) and Cascading Style Sheets (CSS) as specified by the official Web standards body. Students learn to build solid Web pages at a RAW level through a series of hands-on exercises. The course is targeted toward Web designers, developers and publications specialists. This course serves as a tutorial for students who have not coded Web pages before and a review for students who have some HTML/CSS coding knowledge and want to build on that knowledge. Upon successful completion of this course, students will have clear understanding and knowledge of Web-standards foundations for coding pages today and into the future.

### **CIS 002D**                      **Intro to Prog. Concepts & Meth**                      **(3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

#### Introduction to Programming Concepts and Methodologies - Java

CIS 002D Introduction to Programming Concepts and Methodologies - JAVA is a nine-week introduction to the fundamental concepts and models of application development including the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. CIS 002D introduces students to the Java programming language. Good programming practices will be emphasized, including structures and object-oriented techniques.

### **CIS 007**                      **Computer Concepts**                      **(3)**

*Class Hours: 54 Lecture*

*Transfers to: UC/CSU*

*C-ID: BUS140/ITIS120*

#### Computer Concepts

CIS 007 is an examination of information systems and their role in business. The course focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. The course includes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

### **CIS 008**                      **Microcomputer Operating Enviro**                      **(1)**

*Class Hours: 9 Lecture | 27 Laboratory*

*Transfers to: CSU*

#### Microcomputer Operating Environment

CIS 008 provides an overview of the Windows operating system on microcomputers including interface, using programs, working with permanent and removable storage media and files, customizing the desktop, creating shortcuts, and changing the way Windows looks and sounds. This should be the first class for students in the CIS series who are not proficient in how to use a computer.

---

**CIS 015X Occupational Work Experience (1 - 8)***Class Hours: Work Experience**Transfers to: CSU***Occupational Work Experience**

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well-educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development. Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 total units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's Degree at West Hills College Coalinga and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or an advisor).

**CIS 019B Database Creation & Management (3)***Class Hours: 36 Lecture | 54 Laboratory**P/NP**Transfers to: CSU***Database Creation & Management**

CIS 019B (ACCESS) will teach the student to use a database program on a microcomputer. Students will learn database creation, report generation, updating, editing, and form structure and use.

**CIS 020 Digital Image Prod-Photoshop (3)***Class Hours: 54 Lecture**Transfers to: UC/CSU***Digital Image Production - Photoshop ACA**

CIS 020 introduces the principles of composition, design and typography for digital imagery and photography. Students explore Adobe Photoshop's extensive tools and learn the fundamentals of image editing and transformation; applying filters, masks and color correction; and preparing files for export and printing. Frequent critiques foster creativity, reinforce the principles of effective design and address current industry standards. Enrollment includes practice tests and the Adobe Certified Associate Photoshop exam.

**CIS 021 Desktop Publishing (Ends 12/13/2024) (3)***Class Hours: 54 Lecture**P/NP**Transfers to: CSU***Desktop Publishing (Ends 12/13/2024)**

CIS 021 introduces the basic concepts and techniques of digital 2D design and typography along with creating press-ready, digital layouts. Using Adobe InDesign, students explore the elements and principles of design and create projects to apply concepts in practice. Topics include the formal elements and principles of design, the acquisition of technical print, make-ready skills, and the development of a personal creative vision. This project-driven course includes printable postcard mailers, event posters, business cards, and other items that replicate planning, creating, and problem-solving skills in the workplace.

**CIS 021S Desktop Publishing (Effective Spring 2025)****(3)***Class Hours: 54 Lecture**P/NP**Transfers to: CSU*

Desktop Publishing (Effective Spring 2025)

CIS 021 dives into the exciting world of digital 2D design and typography! Whether you're a beginner or have some experience, this course is designed to equip you with the essential skills needed to create stunning digital layouts. Using Adobe InDesign, we'll explore design principles and techniques while working on a variety of hands-on projects, including postcard mailers, event posters, and business cards. Our focus is not just on mastering technical skills, but also on nurturing your creative vision through real-world simulations. Join us and unleash your creativity in this dynamic and inclusive learning environment!

**CIS 022 Digital Image Prod - Illus****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

Digital Image Production - Illustrator ACA

CIS 022 introduces the principles of digital illustration and vector graphics. Students explore Adobe Illustrator's extensive tools and learn the fundamentals of shapes, colors, effects and typography. Frequent critiques foster creativity, reinforce the principles of effective design, and address current industry standards.

**CIS 022A Digital Motion Graphics****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

Digital Motion Graphics

CIS 022A introduces the basic concepts of motion graphics with a focus on combining 2D graphics, video, typography and sound. Topics include composition and design, storyboarding, project planning, adding music and sound synchronization. Students learn to set keyframes on a timeline and work with transform properties, motion paths, masks, effects, and more.

**CIS 023 Digital Video Production****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

Digital Video Production

CIS 023 introduces the theory and practice of video production for a wide variety of distribution forms including broadcast television, the internet, product demonstrations, and corporate and educational videos. Students learn basic theory, grammar, and practice of video production and non-linear video editing. Students plan and assemble video, audio, images, and titles into a cohesive sequence that addresses project goals and target audience priorities. Using cameras and video editing software, students gain experience in lighting, capture, and assembly of video content. Frequent critiques foster creativity, reinforce the principles of effective design, and address current industry standards.

**CIS 024A Game Design Essentials****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

Game Design Essentials

CIS 024A introduces the theory and practice of using Unity as a foundation tool to create and design projects and demos within the Unity game engine. These projects can be exported as multiple formats and will serve as the core result portraying the students proficiency within the Unity environment. A variety of design skills regarding level design, basic 3D modeling, lighting, animation, particle FX and UI creation will be created so that students will have a complete understanding of Unity as a design tool.

**CIS 024B            Game Art Essentials****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

## Game Art Essentials

CIS 024B introduces the theory and practice of using separate industry using software packages, such as Photoshop, Mudbox, Maya and Unity, to create a sample prototype game project within the Unity Game Engine. Assets will be created by the students using Adobe Photoshop, Autodesk Mudbox and Autodesk Maya. These assets will consist of 2D and 3D created assets, and will contain basic animation. Assets will then be integrated into the Unity Game Engine for use in a students prototype project to serve as a Game Design portfolio piece.

**CIS 025            Digital Audio Production****(3)***Class Hours: 54 Lecture**Transfers to: UC/CSU*

## Digital Audio Production

CIS 025 Introduces the theory and practice of audio production for radio, television, game design, film, and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software.

**CIS 028            Digital Entrepreneurship****(3)***Class Hours: 54 Lecture**Transfers to: CSU**P/NP*

## Digital Entrepreneurship

CIS 028 Digital Entrepreneurship explores creating, marketing, distributing, and profiting in the creative economy. Students learn how entrepreneurs validate concepts through structure experiments, refine their business strategy, and raise the capital necessary to create value and grow their business.

**CIS 031A          MS PowerPoint I****(1)***Class Hours: 18 Lecture**Transfers to: CSU**C-ID: BSOT 114X*

## MS PowerPoint I

CIS 031A provides the learner with experience planning, creating, editing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. integration with other Microsoft programs is included. This course is designed for all individuals including professional acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint.

**CIS 031B          MS PowerPoint II****(1)***Class Hours: 18 Lecture**Prerequisite(s): CIS 031A**Transfers to: CSU**C-ID: BSOT 124X**P/NP*

## MS PowerPoint II

CIS 031B features PowerPoint as a tool for designing, producing and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and protecting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on the design and effective delivery methods which are explored through project presentations.

---

<b>CIS 032A</b>	<b>MS Outlook</b>		<b>(1)</b>
	<i>Class Hours: 18 Lecture</i>		<i>P/NP</i>
	<i>Advisory(s): Computer Literacy or equivalent</i>		
	<i>Transfers to: CSU</i>		
	<i>C-ID: BSOT 106X</i>		

**MS Outlook**

CIS 032A introduces personal management software and the use of Microsoft Outlook functions. Topics include management of email, organization of contacts, creation and scheduling of events using calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered.

<b>CIS 034</b>	<b>Introduction to Spreadsheets (Ends 12/13/2024)</b>		<b>(3)</b>
	<i>Class Hours: 54 Lecture</i>		<i>P/NP</i>
	<i>Transfers to: CSU</i>		

**Introduction to Spreadsheets (Ends 12/13/2024)**

CIS 034 is designed to cater to individuals of all skill levels, from beginners to advanced users, who are eager to enhance their proficiency in Excel. Through engaging lessons, you will discover the command structure and operations of Excel, delve into spreadsheet design and formatting techniques, explore the creation of graphs, and harness the power of database functions.

<b>CIS 034S</b>	<b>Introduction to Spreadsheets (Effective Spring 2025)</b>		<b>(3)</b>
	<i>Class Hours: 54 Lecture</i>		
	<i>Transfers to: CSU</i>		

**Introduction to Spreadsheets (Effective Spring 2025)**

CIS 034 is an introduction to microcomputer spreadsheets using Microsoft Excel, Primary emphasis will be on the use of the command structure and operation. Topics covered will include spreadsheets design and format, graphs, and database functions.

<b>CIS 035</b>	<b>Advanced Spreadsheets</b>		<b>(3)</b>
	<i>Class Hours: 54 Lecture   9 Laboratory</i>		<i>P/NP</i>
	<i>Prerequisite(s): CIS 034</i>		
	<i>Transfers to: CSU</i>		

**Advanced Spreadsheets**

CIS 035 will dive deep into the world of Microsoft Excel as an advanced spreadsheet course! Whether you're an intermediate user looking to sharpen your skills or an advanced Excel aficionado seeking to elevate your expertise, this course is tailored to meet your needs. Explore the advanced features of Excel, including file management, multiple worksheets, data tables, scenario management, and application development with macros using Visual Basic. Come and take your Excel proficiency to new heights with CIS 035!

<b>CIS 049</b>	<b>Directed Study</b>		<b>(1 - 2)</b>
	<i>Class Hours: 108 Laboratory</i>		
	<i>Transfers to: CSU</i>		

**Directed Study**

CIS 049 is designed for students who wish to undertake special projects related to a particular field. Student, under instructor guidance and acknowledgement, may pursue individual exploration after completing or while currently enrolled in at least one course in the department of directed study.

---