

# MIRACOSTA CREDIT COURSES • FALL 2009

Class # Days Time Instructor Units Room #

## COMPUTER & INFORMATION SCIENCES

### CIS 100 Computer Applications

In this transfer course students receive an overview of computer fundamentals. Software programs include Windows, Word, Excel, Access, PowerPoint, and the Internet. Note that this class will be taught using Microsoft Office 2007. This course prepares students for the CSUSM computer competency exam. Computer beginners: See CIS 102. CSU;UC—credit limitation ADVISORY: BOT 100.

OCEANSIDE				Room #
+1183	TTH	8:00am-9:15am	ANDERSEN A	3.0 OC4803A
+1187	S	8:45am-11:30am	LEE S	3.0 OC4803A
+1185	MW	11:00am-12:15pm	ISACHSEN S	3.0 OC4803A
+1186	W	6:30pm-9:15pm	LOUGHREY E	3.0 OC4804

SAN ELIJO				Room #
+1188	TTH	9:30am-10:45am	PARKS M	3.0 SAN108

ONLINE				Room #
+1184			LEE S	3.0 ONLINE
Upon enrolling, students must complete the online signup exercise at <a href="http://www.miracosta.edu/computerapplications">www.miracosta.edu/computerapplications</a> by 8/20.				
+1189			ISACHSEN S	3.0 ONLINE
Upon enrolling, students must complete the online signup exercise at <a href="http://www.miracosta.edu/computerapplications">www.miracosta.edu/computerapplications</a> by 8/20.				
+1207			ISACHSEN S	3.0 ONLINE
(08/24-10/17)				
This is an accelerated 8-week section and is also a possible option for those students who want to complete CIS 100 and CIS 105 in the same semester (upon successful completion of CIS 100 students may enroll in the late-start 8-week section of CIS 105). Upon enrolling, students must complete the online signup exercise at <a href="http://www.miracosta.edu/computerapplications">www.miracosta.edu/computerapplications</a> by 8/20.				

LATE-START/OCEANSIDE				Room #
+1208	TTH	6:30pm-8:00pm	LEE S	3.0 OC4803A
THIS IS A LATE-START CLASS, (09/08-12/15).				

LATE-START/SAN ELIJO				Room #
+1209	MW	6:30pm-8:00pm	VANPELT K	3.0 SAN108
THIS IS A LATE-START CLASS, (09/09-12/14).				

LATE-START/ONLINE				Room #
+2833			ISACHSEN S	3.0 ONLINE
This is an accelerated late-start 8-week section. Upon enrolling, students must complete the online signup exercise at <a href="http://www.miracosta.edu/computerapplications">www.miracosta.edu/computerapplications</a> by 10/15. THIS IS A LATE-START CLASS, (10/19-12/12).				

### CIS 101 Fundamentals of Computer Information Systems

Course covers the concepts of information systems including development and implementation as well as data storage, processing, and communications. Students are also introduced to financial analysis and database management tools such as Microsoft Excel and Access. CSU;UC—credit limitation

ONLINE				Room #
1190			PORTO J	3.0 ONLINE
1202			BARNES S	3.0 ONLINE

LATE-START/HYBRID-ONLINE				Room #
2905	M	2:00pm-4:45pm	STRIEBEL K	3.0 SAN108
&TBA				
+1.5 hours weekly to be arranged online.				
THIS IS A LATE-START CLASS, (09/14-12/14).				



## Looking for a Computer Class?

See what's available fall 2009.

### Introduction to Computers

CIS 100	Computer Applications
CIS 101	Fundamentals of Computer Information Systems
CIS 102	Computer Literacy

### Business Office Applications

CIS 100	Computer Applications
CIS 101	Fundamentals of Computer Information Systems
CIS 105	Intermediate Computer Applications
CIS 150	Intro to MS Word
CIS 152	Intro to MS Excel
CIS 154	Advanced Microsoft Excel
CIS 164	Intro to MS Access
CIS 184	Intro to MS PowerPoint
CIS 185	Introduction to MS Windows

### Business Office Technology

BOT 100	Beginning Keyboarding
BOT 101	Advanced Keyboarding
BOT 102	10-Key
BOT 110	Word Processing
BOT 113	Basic Office Skills
BOT 114	Legal Office Procedures
BOT 115	Medical Transcription
BOT 116	Office Systems and Procedures
BOT 117	Management Office Skills

### Programming

CS 107	Intro to Object-Oriented Programming
CS 111	Intro to Computer Science I: Java
CS 112	Intro to Computer Science II: Java
CS 130	Fundamentals of Scripting Languages
CS 140	Visual Basic Programming
CS 150	C++ Programming

### Computer-Aided Drafted (CAD)

DRAF 101	Beginning AutoCAD
DRAF 201	Advanced AutoCAD
DRAF 203	3D Parametric Solid Modeling
DRAF 204	Solidworks Advanced 3D Solid Modeling
DRAF 207	Auto Desk Revit Building 3D CADD

### Computer Graphics

MAT 110	Digital Imaging 1: Adobe PhotoShop
MAT 135	Graphic Design 1: Principles
MAT 155	Graphic Design 2: Typography
MAT 170	Digital Imaging 2: Adobe Illustrator
MAT 180	Publishing 1: Adobe InDesign
MAT 210	Digital Imaging 2: Advanced PhotoShop

### Networking

CIS 141	Fundamentals of Computer Networks and Security
CIS 142	Windows Networking Environment
CIS 143	Desktop Support
CIS 191	Internet Presence for the Small and Medium Business

### Web Design and Multimedia

MAT 120	Interactive Media Production
MAT 125	Web Design 1: Fundamentals
MAT 140	Maya: 3D Animation
MAT 150	Flash 1: Animation and Interactivity
MAT 160	Video 1: Production
MAT 165	Web Design 2: Tools and Techniques
MAT 190	Flash 2: ActionScript
MAT 200	Video 2: Post-Production and Special Effects
MAT 225	Dynamic Web Development

**COMPUTER & INFORMATION SCIENCES**

**CIS 102 Computer Literacy**

This course is designed for the computer BEGINNER. Students receive an introduction to computer hardware and software including word processing, spreadsheet, and use of the Internet. This class is offered pass/no-pass only.

OCEANSIDE			Room #
+1206	S	12:00pm-1:15pm	NELSON G 1.5 OC4803A
+1192	MW	6:30pm-7:45pm	NELSON G 1.5 OC4803A
(08/24-10/14)			

SAN ELIJO			Room #
+1210	TTH	6:30pm-7:45pm	HERRICK J 1.5 SAN108
(08/25-10/15)			

LATE-START/OCEANSIDE			Room #
+1216	TTH	5:00pm-6:15pm	HERRICK J 1.5 OC4803A
THIS IS A LATE-START CLASS, (10/20-12/10).			

**CIS 105 Intermediate Computer Applications**

Intermediate computer applications featuring the use and integration of word processing, spreadsheet, database, and presentation graphics software and Internet functions. Note that this class will be taught using Microsoft Office 2007. Designed for those students who have completed CIS 100 and may also be used to prepare for CIS 151, CIS 154, and CIS 165. Upon successful completion, students may submit form to receive the MiraCosta College Microsoft Certified Office User (Proficient Level) Certificate of Proficiency. PREREQUISITE: CIS 100.

HYBRID-ONLINE			Room #
1204	TH	9:30am-10:45am	ISACHSEN S 3.0 OC4803A
&TBA			ONLINE
+1.5 hours weekly to be arranged online.			

LATE-START/ONLINE			Room #
1205			ISACHSEN S 3.0 ONLINE
This is an accelerated late-start 8-week section. Upon enrolling, students must complete the online signup exercise at <a href="http://www.miracosta.edu/computerapplications">www.miracosta.edu/computerapplications</a> by 10/15.			
THIS IS A LATE-START CLASS, (10/19-12/12).			

**CIS 141 Fundamentals of Computer Networks and Security**

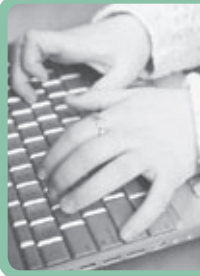
This course presents the basics of computer network design and operation and computer and network security. It prepares students for the CompTIA Network+ and Security+ certification exams.

HYBRID-ONLINE			Room #
2836	T	6:00pm-8:45pm	PARKS M 4.0 SAN309
&TBA			ONLINE
+1 hour weekly to be arranged online. This course is part of the new Network and Desktop Systems Administration Certificate.			

**CIS 142 Windows Networking Environment**

This course provides a broad understanding of Microsoft Windows Server. It prepares students for network server administration and Windows certification exams.

HYBRID-ONLINE			Room #
2837	W	6:00pm-8:45pm	PARKS M 4.0 SAN309
&TBA			ONLINE
+1 hour weekly to be arranged online. This course is part of the new Network and Desktop Systems Administration Certificate and will use Windows Server 2008 and 2003 in workgroup and Active Directory environments, user management, group policies, network services, security, and server roles including DNS, DHCP, file and print servers, and IIS web services. Helps prepare students for Microsoft exams 70-640, 70-642, 70-646.			



**Expand Your Office 2007 Skills**

Earn the Microsoft Certified Office User (Proficient Level) Certificate of Proficiency in just one semester! **Take CIS 100 and CIS 105, or CIS 150, 152, 164 and 184.**



**Get onboard with Office 2007!**

Make great-looking documents, spreadsheets and presentations—quickly and easily—with Microsoft Office 2007!

**Office 2007 is now used in: CIS 100, 105, 150, 152, 154, 164 and 184.**

**MiraCosta students can purchase Microsoft Office Professional Plus 2007 for just \$79.98. Go to [www.journeyed.com/fccc](http://www.journeyed.com/fccc).**

**Student Helpdesk Computer Technical Assistance for Students**



- Technical assistance with all campus computer systems (SURF, Blackboard and more)
- Online course assistance
- Live support
- Online chat
- Online tutorials and FAQs

**[www.miracosta.edu/studenthelp](http://www.miracosta.edu/studenthelp)**

studenthelp@miracosta.edu • (760) 795-6655  
Open Monday–Friday, 8 a.m.–4:30 p.m.  
Extended hours during registration

ALL COURSES

# MIRACOSTA CREDIT COURSES • FALL 2009

## COMPUTER & INFORMATION SCIENCES

### CIS 143 Desktop Support

This course prepares students to support desktop users. It covers desktop operating system and computer implementation and support and emphasizes workstation integration in the network environment.

#### HYBRID-ONLINE

2838	TH	6:00pm-8:45pm	PARKS M	4.0	SAN309
					ONLINE

+1 hour weekly to be arranged online. This course is part of the new Network and Desktop Systems Administration Certificate and will use Windows XP and Vista in workgroup and Active Directory environments. It will preview Windows 7 when it is available. Helps prepare students for Microsoft exams 70-270, 70-272, 70-620, 70-622.

### CIS 150 Introduction to Microsoft Word

Use Word 2007 to create, edit, format, and print papers, reports, tables, and newsletters. Includes integrating Word with other programs and the World Wide Web. This course prepares students for the Microsoft Certified Application Specialist Word 2007 Exam. ADVISORY: CIS 185.

#### OCEANSIDE

+1193	M	6:30pm-7:45pm	SAYBLE-THORN	1.5	OC4611
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#### ONLINE

+1212			ANDERSEN A	1.5	ONLINE
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(08/24-10/17)  
Upon enrolling, students must complete the signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 8/20.

### CIS 152 Introduction to Microsoft Excel

Use Excel 2007 to plan and build spreadsheets; create charts and graphs to enhance worksheet data; and apply database management commands. This course prepares students for the Microsoft Certified Application Specialist Excel 2007 Exam. ADVISORY: CIS 185.

#### OCEANSIDE

+1194	T	9:30am-10:45am	LOUGHREY E	1.5	OC4803A
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#### ONLINE

+1195			AFZALI A	1.5	ONLINE
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(08/24-10/17)  
Upon enrolling, students must complete the signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 8/20.

#### LATE-START/ONLINE

+2834	TBA		AFZALI A	1.5	ONLINE
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Upon enrolling, students must complete the online signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 10/15.  
THIS IS A LATE-START CLASS, (10/19-12/12).

### CIS 154 Advanced Microsoft Excel

Covers advanced features of Excel 2007, such as spreadsheet modeling, filters and pivot tables, object linking and embedding, Visual Basic for applications, and advanced charting features. Recommended for students who know the basics of Microsoft Excel and who would like to learn its more sophisticated features. This course prepares students for the Microsoft Certified Application Specialist Excel 2007 Exam.

PREREQUISITE: CIS 105 or CIS 152.

COREQUISITE: CIS 152 if prerequisite not met.

#### LATE-START/ONLINE

+1196			AFZALI A	1.5	ONLINE
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Upon enrolling, students must complete the online signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 10/15.  
THIS IS A LATE-START CLASS, (10/19-12/12).

### CIS 164 Introduction to Microsoft Access

Covers procedures for creating, modifying, and using databases with Microsoft Access 2007. Learn to design table structures including field properties, enter records, design and use queries and generate forms and reports. This course prepares students for the Microsoft Certified Application Specialist Access 2007 Exam.

#### LATE-START/ONLINE

+1197			AFZALI A	1.5	ONLINE
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Upon enrolling, students must complete the online signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 10/15.  
THIS IS A LATE-START CLASS, (10/19-12/12).

## COMPUTER & INFORMATION SCIENCES

### CIS 184 Introduction to Microsoft PowerPoint

Students generate computerized graphic presentations using Microsoft PowerPoint 2007. This course prepares students for the Microsoft Certified Application Specialist PowerPoint 2007 Exam.

#### ONLINE

+1198	TBA		SAYBLE-THORN	1.5	ONLINE
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(08/24-10/17)  
Upon enrolling, students must complete the online signup exercise at [www.miracosta.edu/computerapplications](http://www.miracosta.edu/computerapplications) by 8/20.

### CIS 185 Introduction to Microsoft Windows

Covers the Windows operating system, file and folder management, customizing the desktop, object linking and embedding, and an introduction to the Internet. CSU

#### LATE-START/OCEANSIDE

+2835	MW	5:00pm-6:15pm	NELSON G	1.5	OC4607
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THIS IS A LATE-START CLASS, (10/19-12/9).

### CIS 191 Internet Presence for the Small and Medium Business

Teaches principles and technologies involved in creating a web presence for a small or medium sized business (SMB). Addresses needs of both online and traditional brick and mortar businesses. Covers aspects of business and marketing planning, a survey of web technologies like HTML, XHTML and CSS, building an online store, electronic payment, security, Search Engine Optimization (SEO) and current marketing trends. Students will create a starter E-Business Web site or improve an existing one.

#### ONLINE

1200			DEAN JR D	3.0	ONLINE
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#### LATE-START/ONLINE

1201			DEAN JR D	3.0	ONLINE
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THIS IS A LATE-START CLASS, (09/08-12/18).

### CIS 299 Coop Work Exp—Occupational

For students whose work is related to their declared major.

COREQUISITES: Students must be employed in a position directly related to their declared major and must complete 75 hours of paid work or 60 hours of non-paid work per unit of credit.

Note: All students are required to participate in an orientation session online or in the Career Center, Building 3700, by the drop/add deadline or they will be dropped from the class. This class offers variable units with multiple start dates and may be added after the drop/add period. See the ad on page 74 for course requirements. For more information call (760) 795-6772 or visit [www.miracosta.edu/careers](http://www.miracosta.edu/careers).

+2955	TBA		DAVIS D	4.0	TBA
+2956	TBA		DAVIS D	3.0	TBA
+2957	TBA		DAVIS D	2.0	TBA

**Note: For Adobe InDesign, Illustrator and PhotoShop, see Art or Media Arts Technology.**

**Cisco Networking Academy classes, formerly CIS 120–123, will be offered by the noncredit program and listed as NCVOC 11–14. Please go to [www.miracosta.edu/cisco](http://www.miracosta.edu/cisco) for additional information and class schedule. Cisco Networking classes are taught at MiraCosta's Community Learning Center on Mission Avenue in Oceanside and will also be available in hybrid format or online.**



### In MiraCosta College's Cisco Networking Academy, you can

- Work in a well-equipped lab
- Build your IT career
- Prepare for certification

Classes are taught at the Community Learning Center, 1831 Mission Avenue in Oceanside. For more information, go to [miracosta.edu/cisco](http://miracosta.edu/cisco)