Business Computer Systems and Management

See also listings under Computer Science and Network Engineering Technologies.

BCM. 100 BEGINNING COMPUTER KEYBOARDING
An introductory typing course for students who want to learn how to type and develop skill using the computer keyboard. Emphasis is on developing correct techniques and basic keyboarding skills. No typing applications or formatting will be taught. *Pass/No Pass Only. Degree Credit.*

*Units: 1.5*  
*Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework*  
*Transfer Credit: CSU*

BCM. 101 COMPUTER KEYBOARDING SKILL BUILDING
Designed to improve a student's ability to type rapidly and accurately for sustained periods of time without looking at the keyboard. Students may also use the course to improve typing speed and accuracy. *Pass/No Pass Only. Degree Credit.*

*Units: 1.5 - 3*  
*Hours/semester: 24-54 Lecture; 8-9 TBA; 40-99 Homework*  
*Recommended: BCM. 100 or equivalent.*  
*Transfer Credit: CSU*

BCM. 104 INTRODUCTION TO COMPUTERS WITH WINDOWS I
Through hands-on experience, students will be introduced to PC-compatible computers, the Windows operating system, word processing, spreadsheets, and other business-oriented applications. In a lecture/demonstration format, students will gain a basic knowledge of hardware-software interaction. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

*Units: 1.5*  
*Hours/semester: 24-27 Lecture; 8-9 TBA; 40-45 Homework*  
*Recommended: Eligibility for ENGL 846 or ESOL 400, or equivalent.*  
*Transfer Credit: CSU*

BCM. 105 INTRODUCTION TO COMPUTERS WITH WINDOWS II
Students acquire skills to become digitally literate and independent computer users. Topics include personalizing computer configuration, multimedia features, and using the performance and security features of the operating system. Information will be provided on configuring and purchasing Windows computers. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

*Units: 1*  
*Hours/semester: 16-18 Lecture; 8-9 TBA; 24-27 Homework*  
*Recommended: or equivalent experience.*  
*Transfer Credit: CSU*

BCM. 106 MICROSOFT OUTLOOK
Learn how to effectively use Microsoft Outlook for a wide range of communication and organizational tasks. Topics include sending, receiving and filing emails, organizing contacts, and scheduling appointments, events and meetings. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

*Units: 1*  
*Hours/semester: 16-18 Lecture; 32-36 Homework*  
*Recommended: or equivalent experience.*  
*Transfer Credit: CSU*

BCM. 200 INTRO TO MS OFFICE SUITE
Introduction to the basic features available in the Microsoft Office Suite Applications using Word, Excel, PowerPoint and Access. Students will be prepared for learning the in-depth individual courses available in the BCM. department. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

*Units: 2*  
*Hours/semester: 32-36 Lecture; 22-24.75 TBA; 42-47.25 Homework*  
*Recommended: BCM. 104 or equivalent*  
*Transfer Credit: CSU*

BCM. 201 INTEGRATION OF MS OFFICE APPLICATIONS
Students learn to integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Microsoft Office's Internet features are also covered and students will learn how to convert documents to HTML and create Web presentations. May be repeated once for credit. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

*Units: 1*
**BCM. 214 WORD PROCESSING I: WORD**
Using a hands-on approach, students will use a computer and word processing software to learn the theories and practical applications of the current version of Word to create, edit, format, manage and enhance documents using customized features. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 10-11.25 TBA; 22-24.75 Homework

**Recommended:** BCM. 200 or equivalent.

**Transfer Credit:** CSU

**BCM. 215 WORD PROCESSING II: WORD**
Using a hands-on approach, students will expand their word processing knowledge and skills by learning theories and practical applications of the current version of Word to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros, and styles. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 16-18 TBA; 48-54 Homework

**Prerequisites:** BCM. 214 or equivalent.

**Transfer Credit:** CSU

**BCM. 222 BUSINESS PRESENTATIONS I: POWERPOINT**
Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own dynamic business presentations. Course incorporates animation, sound and video clips, clip art and smart art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 8-9 TBA; 24-27 Homework

**Recommended:** BCM. 104 or equivalent.

**Transfer Credit:** CSU

**BCM. 223 BUSINESS PRESENTATIONS II: POWERPOINT**
Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own dynamic business presentations. Course incorporates animation, sound and video clips, clip art and smart art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 8-9 TBA; 24-27 Homework

**Recommended:** BCM. 222 or equivalent.

**Transfer Credit:** CSU

**BCM. 225 SPREADSHEETS I: EXCEL**
An introduction to Microsoft Excel software which is used to build, format and print spreadsheets. Topics include the design and creation of professional-looking spreadsheets for personal use or in today's workplace. Students develop worksheets with formulas and built-in functions and present data in graphic form with charts. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 8-9 TBA; 24-27 Homework

**Recommended:** BCM. 104 or equivalent.

**Transfer Credit:** CSU

**BCM. 226 SPREADSHEETS II: EXCEL**
Students advance their knowledge of spreadsheets using Microsoft Excel software by learning how to design, enhance, link, and consolidate worksheets, as well as apply statistical and financial functions. Additional topics include database management, working with templates, PivotCharts, PivotTables, and macros. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 16-18 TBA; 48-54 Homework

**Recommended:** BCM. 225 or equivalent.

**Transfer Credit:** CSU

**BCM. 230 DATABASE APPLICATIONS I: ACCESS**
Learn to use Windows database management software package, Microsoft Access, on a PC with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1
**BCM. 231 DATABASE APPLICATIONS II: ACCESS**

An advanced database course for the student who wants to become professionally competent in database management software to perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, SQL, and Visual Basic for Access. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2  
**Hours/semester:** 32-36 Lecture; 16-18 TBA; 48-54 Homework  
**Prerequisites:** BCM. 230 or equivalent.  
**Transfer Credit:** CSU

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**BCM. 241 MS PROJECT FUNDAMENTALS I**

Introduction to project management software covering the foundation of managing projects in today's business environment. Explore how to manage project resources, organize schedules, assign tasks and resources, and produce reports to achieve project success. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5  
**Hours/semester:** 24-27 Lecture; 48-54 Homework  
**Recommended:** Eligibility for ENGL 100 or ENGL 105, or equivalent.  
**Transfer Credit:** CSU

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**BCM. 242 MS PROJECT FUNDAMENTALS II**

Further study of project management software. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, and working with multiple projects. Intended for students who have basic knowledge of project management software. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5  
**Hours/semester:** 24-27 Lecture; 48-54 Homework  
**Recommended:** BCM. 241 or equivalent.  
**Transfer Credit:** CSU

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**BCM. 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL**

A culminating course to assist students in compiling a professional portfolio (job related interview questions, resumes, cover and thank you letters) which can be used to obtain employment and qualify for promotions. The focus is on online job seeking strategies, employment resources, interviewing techniques, and goal setting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5  
**Hours/semester:** 24-27 Lecture; 8-9 TBA; 40-45 Homework  
**Transfer Credit:** CSU

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**BCM. 665 SELECTED COMPUTER TOPICS**

Short course used to introduce, develop, or review business computer system topics, office management, or applications. The course will focus on a specific topic: the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, office management related topics, or a particular segment of a semester-length course. *Pass/No Pass Only.*

**Units:** 0.5 - 2  
**Hours/semester:** 8-36 Lecture; 4-20 TBA; 12-52 Homework  
**Transfer Credit:** CSU

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**BCM. 695 INDEPENDENT STUDY IN BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

Designed for students who are interested in furthering their knowledge via self-paced, individualized, directed instruction provided in selected areas to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 3  
**Hours/semester:** 24-162 Lab  
**Recommended:** Eligibility for ENGL 846 or ESOL 400, or equivalent.  
**Transfer Credit:** CSU