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Rules and Guidelines:

- Currently enrolled AHC students are eligible to borrow textbooks.
- Three (3) textbooks limited per student.
- There is no guarantee that requested textbooks will be available, as textbook supply is limited.
- The program does not carry access codes or course packets.
- Book orders are filled in the order requests are received.
- **Book requests for Spring 2021 will open January 18, 2022 - May 2, 2022.**

CBIS - Business Information Systems

CBIS 101 - Computer Concepts & Apps

Advisory: CBOT 100, CBIS 301.

The focus of this course is to provide the students with computer concepts and management information systems concepts as used with business computing. Additionally, the course covers changes in technology that effect how computers are used in business. The course includes hands-on experience using software applications such as Internet browsers, word processing, spreadsheets, databases, and presentation software. (F,S,U)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[L] In Progress	40373	3.0	M W 11:00am - 12:20pm	Online	ONLINE - LIVE	33	24	9	Carmen Montanez-Rodriguez	01/24-05/25	17
[L] In Progress	40056	3.0	T R 03:00pm - 04:20pm	Online	ONLINE - LIVE	27	24	3	Eileen Reinwald	01/24-05/25	17
[O] In Progress	40052	3.0	3.2 Hrs/week	Online	ONLINE -	35	32	3	Carmen Montanez-Rodriguez	01/24-05/25	17
[O] In Progress	40849	3.0	3.2 Hrs/week	Online	ONLINE -	35	30	5	Carmen Montanez-Rodriguez	01/24-05/25	17

CBIS 108 - Networking and Administration

Advisory: CBIS 301.

Prepares students to work as network administrators or server managers emphasizing installation and maintenance of a Windows networking environment. Also provides preparation for the Windows certification exam. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40446	3.0	3.2 Hrs/week	Online	ONLINE -	35	14	21	Carmen Montanez-Rodriguez	01/24-05/25	17

CBIS 112 - Intro to Visual Basic Program

Advisory: CBIS 301 or CBIS 101 or CS 102.

An introduction to Visual Basic, an object-oriented/event and procedure-driven programming language for the Windows environment. Provides skills necessary for the creation of professional looking applications, development of macros in Excel and the use of procedures and modules in Access. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40064	3.0	3.2 Hrs/week	Online	ONLINE -	35	17	18	Carmen Montanez-Rodriguez	01/24-05/25	17

CBIS 141 - Microsoft Excel-Comprehensive

Advisory: CBIS 101 or CBIS 371 or CS 102.

Manage and analyze information using spreadsheets for more informed decisions. Some skills covered are applying formatting, creating calculations, using functions, creating Pivot Tables and Pivot Charts, developing macros, sharing data, and writing VBA code. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[L] Open	41094	3.0	M T W R 06:30pm - 07:55pm	Online	ONLINE - LIVE	35	18	17	Carmen Montanez-Rodriguez	03/28-05/21	8
[O] Closed	40431	3.0	3.2 Hrs/week	Online	ONLINE -	35	36	-1	Eileen Reinwald	01/24-05/25	17

CBIS 142 - Microsoft Access-Comprehensive

Advisory: CBIS 101 or CBIS 372 or CS 102.

Learn techniques to solve business problems and develop business decision-making processes using a database program. Some skills covered are developing and maintaining tables, relationships, queries, forms, reports, macros, and code modules. Learn Microsoft Access. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40848	3.0	3.2 Hrs/week	Online	ONLINE -	35	13	22	Carmen Montanez-Rodriguez	01/24-05/25	17

CBIS 310 - Information Security Awareness for Business Professionals

Advisory: CBIS 101.

The focus of this course is to provide the students with the practical knowledge to protect their personal computers and networks from increasingly sophisticated attacks and apply these skills to business practice. This course addresses questions like: What type of attacks will antivirus software prevent? How do I set up a firewall? How can I test my computer to be sure that attackers cannot reach it through the Internet? How do I protect mobile devices? Students learn answers to these questions through a series of real-life user experiences and a straightforward presentation of information. The course includes hands on projects and case projects that give students the opportunity to apply what they have learned.

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[] Cancelled	41739	3.0	Hrs/week	Online	TBA	0	0	0	Staff	-	17

CBIS 337 - Presentation Design-PowerPoint

Advisory: CBIS 373 or knowledge of Windows.

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide masters. Time saving tips and techniques will also be discussed. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	41440	3.0	6.8 Hrs/week	Online	ONLINE -	35	5	8	Jody Derry	01/24-03/18	8

CBOT - Business Office Technology**CBOT 100 - Keyboarding**

This course is Tech Prep articulated

Elementary keyboarding by touch techniques for those who need to develop keyboarding and keypad skills necessary for using computer keyboards. (F,S,U)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40809	1.0	1 Hrs/week	Online	ONLINE -	27	26	1	Jody Derry	01/24-05/25	17
[O] Closed	40432	1.0	2 Hrs/week	Online	ONLINE -	35	35	0	Jody Derry	01/24-03/18	8
[O] Open	40433	1.0	2 Hrs/week	Online	ONLINE -	35	23	12	Mark Kozel	03/28-05/21	8

CBOT 131 - Intro to Word Processing

This course is Tech Prep articulated.

Advisory: CBOT 100.

An introduction to word processing designed to develop skills in formatting and editing documents. Topics include setting tabs, creating headers and footers, inserting tables, creating newsletters, applying styles, using templates and printing envelope and labels. Time saving tips and techniques will also be discussed. (F,S,U)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40421	3.0	3.2 Hrs/week	Online	ONLINE -	35	27	8	Jody Derry	01/24-05/25	17
[] Cancelled	41699	3.0	Hrs/week	Online	TBA	0	0	0	Staff	-	8

CBOT 132 - Advanced Word Processing

This course is Tech Prep articulated.

Advisory: CBOT 131.

An advanced word processing experience designed to develop industry proficiency in the skills required for processing information in today's electronic office. Includes inserting graphics and WordArt to create flyers and newsletters, creating online forms, inserting a table of contents and index for reports and books, creating hyperlinks, bookmarks, and cross-references, completing a mail merge and recording macros and saving documents using different file formats. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] Open	40338	3.0	6.8 Hrs/week	Online	ONLINE -	35	17	18	Jody Derry	03/28-05/21	8

CBOT 302 - Records Management

A comprehensive course in the principles and practices of records management. The course covers the rules of indexing and alphabetizing and various records management systems including geographic, numeric, subject, microfilming and magnetic-disc and tape storage plus the organization and operation of records management programs. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] Open	40443	2.0	4.5 Hrs/week	Online	ONLINE -	35	15	20	Jody Derry	03/28-05/21	8

CBOT 305 - Legal Office Procedures

A course in law office secretarial procedures and terminology, covering the field of general civil procedure, unlawful detainer (landlord/tenant), adoption law, family law (dissolution), probate law, corporate law, and miscellaneous non-court documents, such as deeds and notes. (F)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] Open	40735	3.0	6.8 Hrs/week	Online	ONLINE -	35	11	24	Karin Wagner	03/28-05/21	8

CBOT 312 - Keyboarding Speed & Developmen

Advisory: CBOT 100.

Designed to follow the formal computerized keyboarding courses in order to bring up students' speed and accuracy by the touch method, before they enter the job market. (F,S,U)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	40459	1.0	1 Hrs/week	Online	ONLINE -	35	26	9	Eileen Reinwald	01/24-05/25	17

CBOT 333 - Business Desktop Publishing

Basics of desktop and Internet publishing for business documents. Topics include page layouts using columns and grids, adding multimedia elements, incorporating color and publishing techniques. (S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] Open	40340	3.0	6.8 Hrs/week	Online	ONLINE -	35	24	11	Jody Derry	03/28-05/21	8

CBOT 334 - Admin Office Procedures

Advisory: CBOT 131.

This course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today's electronic office. Topics include effective communication in the workplace, records management, customer service and teamwork. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] Open	40342	3.0	6.8 Hrs/week	Online	ONLINE -	35	12	23	Jody Derry	03/28-05/21	8

CBOT 337 - Presentation Design-PowerPoint

An introduction to computer-based business presentations and their development using PowerPoint. Topics include creating dynamic, non-linear presentations with animation, designing colorful handouts, installing and using templates, inserting sound, action buttons, video and creating slide masters. Time saving tips and techniques will also be discussed. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[O] In Progress	41439	3.0	6.8 Hrs/week	Online	ONLINE -	35	22	8	Jody Derry	01/24-03/18	8

MMAC - Multimedia Arts and Communicat**MMAC 101 - Introduction to Multimedia**

Corequisite: MMAC 102.

An introduction to interactive multimedia as a means of diverse creative expression and communication. Includes basic multimedia processes such as project development, interface design, and digital media creation. Students will create multimedia projects in the corequisite lab. Course Software: Adobe Photoshop, Animate, Audition, and Acrobat (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	40300	2.0	T R 04:00pm - 04:50pm	Santa Maria	O - 310	24	17	7	Brian Tippitt	01/24-05/25	17

MMAC 102 - Introduction to Multimedia Lab

Corequisite: MMAC 101.

A hands-on introduction to the skills, tools, and processes of interactive multimedia, including creation of sound, animation and video files. Students will learn to use authoring software and simple scripting language to develop their projects. Course Software: Adobe Photoshop, Animate, Audition, and Acrobat (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	40301	1.0	T R 05:00pm - 06:20pm	Santa Maria	O - 310	24	17	7	Brian Tippitt	01/24-05/25	17

MMAC 114 - Game and App Design

Advisory: GRPH 108 or ART 108 or MMAC 129 or GRPH 129.

Hands-on instruction in the techniques and tools for adding dynamic motion and interactivity to games and applications for a variety of media devices. Includes integration of graphics, video, text, and sound on desktop computers, tablets, phones, and other media devices.

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[L] In Progress	41833	3.0	M W 03:45pm - 04:35pm	Online	ONLINE - LIVE	24	11	13	Nicholas Crockett	01/24-05/25	17
			AND M W 04:45pm - 06:05pm	Online	ONLINE - LIVE					01/24-05/25	

MMAC 115 - Introduction to Animation

A introduction to animation production including classical character animation and other techniques. This course is not open to students who are enrolled in or have received credit for ART 115 or FILM 115. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	40594	3.0	M W 03:45pm - 05:05pm	Santa Maria	F - 11	24	5	2	Laura Thomas	01/24-05/25	17
			AND M W 05:15pm - 06:35pm	Santa Maria	F - 11					01/24-05/25	

MMAC 116 - Intermediate Animation

Prerequisite: ART 115 or FILM 115 or MMAC 115.

A continuation of MMAC 115 emphasizing the development and refinement of animation skills through involvement in class and individual projects. This course is not open to students who are enrolled in or have received credit for FILM 116. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	40595	3.0	M W 03:45pm - 05:05pm	Santa Maria	F - 11	24	4	2	Laura Thomas	01/24-05/25	17
			AND M W 05:15pm - 06:35pm	Santa Maria	F - 11					01/24-05/25	

MMAC 125 - Computer Video Editing

Presents non-linear video editing including combining clips and digital source materials, editing digital movies, and preparing digital movies for the web. This course is not open to students who are enrolled in or have received credit for FILM 125. (F,S)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	40304	3.0	T R 10:00am - 10:50am	Santa Maria	O - 310	25	2	16	Robin Smith	01/24-05/25	17
			AND T R 11:00am - 12:20pm	Santa Maria	O - 310					01/24-05/25	

MMAC 126 - Intro to Motion Graphics

Advisory: GRPH 111 and 112.

Explores new digital approaches for creating and compositing powerful visual imagery for use in film/video, multimedia, and design. Includes integration of graphics, video, text, and sound on desktop computers. This course is not open to students who are enrolled in or have completed FILM 126. (F)

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] In Progress	41872	3.0	W 08:00am - 09:40am	Off Campus	SYHS - P-17	35	20	15	Cheryl Lee	11/10-11/10	24
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					11/15-11/19	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					11/30-12/02	
			AND W F 08:00am - 09:40am	Off Campus	SYHS - P-17					12/08-12/10	
			AND T 08:00am - 09:40am	Off Campus	SYHS - P-17					12/14-12/14	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					01/03-01/07	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					01/11-01/20	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					01/24-01/28	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					02/01-02/03	
			AND W 08:00am - 09:40am	Off Campus	SYHS - P-17					02/09-02/09	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					02/15-02/17	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					02/28-03/04	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					03/08-03/10	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					03/14-03/18	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					03/22-03/24	
			AND W F 08:00am - 09:40am	Off Campus	SYHS - P-17					03/30-04/01	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					04/12-04/21	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					04/25-04/29	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					05/03-05/05	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					05/09-05/13	
			AND T R 08:00am - 09:40am	Off Campus	SYHS - P-17					05/17-05/19	
			AND M W F 08:00am - 09:40am	Off Campus	SYHS - P-17					05/23-05/27	

MMAC 129 - Digital Tools for Visual Media

A hands-on overview of computer operations, industry standard software and equipment common to digital visual communication. Students will apply art and design theory in the exploration of tools used in vector graphics, digital imaging, motion graphics and animation, and digital media interface design. Topics include media development, interactivity, file formats, storage and file management, industry trends and career options. Familiarity with current design software, hardware, input, and output devices will be established. Assignments integrate digital tools, techniques, and creative design using text and image, digital video and audio, and interactivity. The course is not open to students who are enrolled or have completed GRPH 129.

Status	CRN	Cred	Meeting Time	Campus	Building/Room	Cap	Act	Rem	Instructor	Date	Weeks
[C] Cancelled	41745	3.0	Hrs/week	Santa Maria	TBA	0	0	0	Staff	-	17
			End of report								

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