

Fall, 2011 – Introductory Computer Courses - Advising Information

| | BPC101AA | BPC101BA | BPC110 | CIS105 |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Credits | 1 - \$71 (Maricopa County) | 1 - \$71(Maricopa County) | 3 - \$213 (Maricopa County) | 3 - \$228 (Maricopa County) |
| State Univ. Transfer Potential | ASU - Elective Credit NAU- Elective Credit UA – Non-Transferable | ASU – Elective Credit NAU – Elective Credit UA – Elective Credit | ASU - Comp/Statistics (CS) NAU- Science/Applied (SAS) UA - Elective Credit | ASU - Comp/Statistics (CS) NAU- Science/Applied (SAS) UA – MIS111 |
| Primary Course Goals | Basic computer literacy skills using Microsoft Office. Helpful before taking other skills courses. Required for some programs. | Increased computer literacy and proficiency. Ideal for learning skills for personal and light business use and helpful before taking other computer courses. | Comprehensive core-level Microsoft Office skills. Ideal for an overview and introduction to the MS Office applications used in today's workplace. Required for some programs and courses. | Major Information Technology concepts & Microsoft Office skills. Ideal for college transfer credit. Required for many advanced CIS programs and courses. |
| Background Needed | None - Ideal for beginners! | BPC101AA - or similar experience & permission of instructor. | | <i>Students with limited computer experience might consider taking BPC101AA and/or BPC101BA before CIS105. Please see an adviser for guidance.</i> |
| Major Topics Covered | Hardware & Software Concepts, Email, the Internet, Word Processing (Microsoft Word), Spreadsheets (Microsoft Excel), and File Management. | A more in-depth course in Word Processing (MS Word) and Spreadsheets (MS Excel). An overview of Databases (MS Access), and Presentation software (MS PowerPoint). | Basic Information Technology Concepts (Hardware, Software, Input, Output, Storage, and Ethics); major emphasis on MS Office Applications - Word Processing (MS Word), Spreadsheets (MS Excel), Graphics (PowerPoint), & Database (Access). | 40% - Information Technology Concepts (Hardware, Software, Networks, Internet, Social and Ethical Issues, Operating System, E-Commerce, Security, Programming, etc.); 60% Applications – Word, PowerPoint, Excel and Access |
| Assignments | 8 Assignments | 7 Assignments | 24 Assignments | 10 Lab Assignments |
| Exams | 2 Skill-based Performance Tests | 2 Skill-based Performance Tests | 5 Skill Performance Tests | 8 or 12 IT Concepts Tests* 4 Application Performance Tests <i>*Some instructors combine multiple chapters for fewer tests</i> |
| Textbooks | 1 Text/Lab Book - \$70 This one text is used for both BPC101AA and BPC101BA | 1 Text/Lab Book - \$70 The text used for BPC101AA is used again for this course. No new book required! | 1 Lab Book: \$157 New Textbook is bundled with MS Office software and a key code needed for training, assignments and exams. | 1 text which includes all concepts and lab materials: \$138 - \$151 New SAM key code required for training, assignments and exams (bundled with new textbooks). |
| Cost (Credit + Books) | \$141 | \$71 (Only \$71 course fee if student has book from BPC101AA) | \$370 | \$363 – \$379 (Cost depends on which bookstore textbook is purchased). |
| Classes/Learning Options | Scheduled and Self-Paced Online classes. HT1 Lab assistance - plus a dedicated “Business & IT (BPC/CIS) Solutions” area. | Scheduled and Self-Paced Online classes. HT1 Lab assistance - plus a dedicated “Business & IT (BPC/CIS) Solutions” area. | Scheduled, Hybrid, and Online classes. HT1 Lab assistance - plus a dedicated “Business & IT (BPC/CIS) Solutions” area. | Scheduled Classes. HT2 Lab assistance - plus a dedicated “Business & IT (BPC/CIS) Solutions” area. |