COMPUTER INFORMATION TECHNOLOGY (CIT) COURSES

CIT 010 3 Units
Beginning Keyboarding and Word Processing
Lecture: 36 contact hours
Lab: 54 contact hours
This course covers the fundamentals of keyboarding including operation of a standard keyboard by touch. It includes instruction and practice in formatting a variety of personal and business documents, such as letters, reports, and tables. The use of speed and accuracy drills designed to develop a keyboarding speed of 30 words per minute for five minutes will be utilized. This is a combined Part I and Part II course students can complete in one semester.
Associate Degree Applicable

CIT 013 3 Units
Intermediate Keyboarding
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 010
This course provides instruction in touch control of the computer keyboard, and is designed to develop a keyboarding speed of 45 net words per minute for five minutes. In addition, students receive instruction in the preparation of basic business documents using word processing software.
Associate Degree Applicable

CIT 021 4 Units
Word Processing: Comprehensive Microsoft Word
Lecture: 72 contact hours
Advisory: CIT 010 or CIT 100
This course focuses on the production of professional quality documents using Microsoft Word comprehensive features: creating office documents, set up tabs and margins, set text in columns or tables, apply graphic elements, perform mail merge, sorting, numbering, bullets, symbols, prepare multiple page documents, using headers and footers, quick parts, themes and styles, references, forms, table of content, indexing, macros, and preparing students for Microsoft Certified Application Specialist exam.
Associate Degree Applicable

CIT 031 3 Units
Business English
Lecture: 54 contact hours
This course is a review of basic grammar, punctuation, capitalization, vocabulary, and spelling. Emphasis is placed on grammar and vocabulary building for effective business communications.
Associate Degree Applicable

CIT 045 3 Units
Medical Insurance Billing and Coding
Lecture: 54 contact hours
Prerequisite: CIT 010 and CIT 144
This course covers ICD/CPT coding, insurance terminology, computerized billing, claims management, and the Health Insurance Portability and Accountability Act (HIPAA).
Associate Degree Applicable

CIT 048 3 Units
Medical Office Procedures
Lecture: 54 contact hours
Prerequisite: CIT 010 and CIT 144
The course covers law and ethics, data entry, appointment scheduling, and billing procedures using computer software to provide real life medical office scenarios.
Associate Degree Applicable

CIT 050 3 Units
Medical Records and Health Information
Lecture: 54 contact hours
Prerequisite: CIT 010 and CIT 144
This course prepares students for entry-level positions in medical records. Topics covered include the unique aspects of file management including transfer, release, storage, retrieval, and destruction of records and files. Information includes the latest computer technologies, electronic medical records and electronic health records to access, manage and share protected health information. An introduction to electronic billing, coding, medical ethics, confidentiality, and the laws that govern privacy are also a part of this course.
Associate Degree Applicable

CIT 051 3 Units
Introduction to Electronic Health Records
Lecture: 54 contact hours
Prerequisite: CIT 048
This course introduces the health information technology (HIT) utilized in electronic health records (EHR) systems and fiscal management. Students will obtain hands-on experience through integrated practice management software to obtain a comprehensive picture of health information technology. There is an emphasis on quality assurance, legal, and ethical practices of documenting the clinical and administrative tasks that take place for a total patient encounter.
Associate Degree Applicable

CIT 088 3 Units
Introduction to Android Security
Lecture: 36 contact hours
Lab: 54 contact hours
This is an introductory course in Android security. The course covers why it is critical to build security into Android apps in all phases of the system design lifecycle. The course will also cover improved programming processes to promote safety, as well as how to provide countermeasures for the numerous threats to which Android application and its users are exposed using software and hardware tools available in the industry.
Associate Degree Applicable

CIT 089 3 Units
Introduction to iOS Application Security
Lecture: 36 contact hours
Lab: 54 contact hours
This course focuses on the iOS (Internetwork Operating System) platform and application security. This course is for beginners interested in understanding the iOS Security. How to analyze applications on this platform using a variety of cutting-edge tools and techniques will be covered.
Associate Degree Applicable

CIT 090 3 Units
Introduction to Web Security
Lecture: 36 contact hours
Lab: 54 contact hours
This introductory course in web security targets students and other computer professionals who have some networking and administrative skills in Windows-based networks. Students will become familiar with other operating systems, such as OS X, Unix, or Linux. This course will help participants who want to further a career in Information Technology by acquiring an elementary knowledge of security topics. The course further helps students as they prepare for the CompTIA Security+ Certification examination.
Associate Degree Applicable

CIT 091 3 Units
Introduction to Networks (CCNA - Cisco Networking Academy)
Lecture: 36 contact hours
Lab: 54 contact hours
This first course in a three-course CCNA series introduces architectures, models, protocols, and networking elements – functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. Students will have the chance to build simple local area networks (LANs). Developing a working knowledge of IP addressing schemes, foundational network security, students will be able to perform basic configurations for routers and switches. After completing all three CCNA courses, students are ready to take the CCNA Certification.
Associate Degree Applicable

CIT 092 3 Units
Switching, Routing, and Wireless Essentials CCNA (Cisco Networking Academy)
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 091
This course is the second course in a three-course sequence preparing students to take the Cisco Certified Network Associate certification examination and prepares students to take the Cisco Certified Entry Networking Technician certification exam. This course teaches comprehensive networking concepts and skills from network applications to the protocols and services provided to those applications by the lowe layers of the network.
Associate Degree Applicable

CIT 093 3 Units
Enterprise Networking, Security, and Automation CCNA (Cisco Networking Academy)
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 092
This course provides students with classroom and laboratory experience in configuring, managing, and troubleshooting routers and switches in large and complex IPv4 and IPv6 networks. In depth experience configuring, managing, and troubleshooting complex protocols such as OSPF, EIGRP, STP, and VTP.
Associate Degree Applicable

CIT 098 1-4 Units
Computer Information Technology Work Experience
WRKEX: 300 contact hours
Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Associate Degree Applicable

CIT 099 3 Units
Cisco Certified Network Associate Security
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 091 and CIT 092
This course prepares students for entry-level security specialist careers by developing in-depth understanding of network security principles and the tools and device configurations necessary to create and maintain a secure network. The course includes hands-on activities with networking equipment.
Associate Degree Applicable

CIT 100 3 Units
Introduction to Personal Computers
Lecture: 54 contact hours
A survey course for the use of software tools such as word processing, spreadsheets, graphics, presentation and database using Microsoft Office.
Associate Degree Applicable
Transfers to CSU only

CIT 101 3 Units
Introduction to Computer Literacy
Lecture: 36 contact hours
Lab: 54 contact hours
Advisory: CIT 010 or CIT 031
This course is an introduction to fundamental Information Technology / Information Systems concepts and Information Security. The course includes practical exercises with spreadsheet, database, and Internet applications.
Associate Degree Applicable
Transfers to both UC/CSU
C-ID: BUS 140/ITIS120

CIT 102 3 Units
Advanced Computer Literacy
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 101
This course covers the complex fundamentals of hardware computer concepts and software applications. It provides the skills needed to create advanced word processing documents, spreadsheets, databases, and presentations.
Associate Degree Applicable
Transfers to CSU only

CIT 103 4 Units
Amazon Web Services (AWS) Academy: Cloud Foundations
Lecture: 45 contact hours
Lab: 81 contact hours
The Amazon Web Services (AWS) Academy Cloud Foundations course is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.
Associate Degree Applicable
Transfers to CSU only

CIT 104 4 Units
Amazon Web Services (AWS) Academy: Introduction to the Cloud
Lecture: 45 contact hours
Lab: 81 contact hours
The Amazon Web Services (AWS) Academy: Introduction to Cloud explores cloud computing. In this course, students explore cloud computing services, applications, and use cases. Students dive deeply into cloud computing best practices and learn how cloud computing helps users develop a global infrastructure to support use cases at scale while also developing and inventing innovative technologies. This course provides students with classroom instruction that introduces cloud computing skills and accelerates students toward the next steps in their educational journey. The seven core practices of computer science describe the behaviors and ways of thinking that computationally literate students use to fully engage in today's data-rich and interconnected world.
Associate Degree Applicable
Transfers to CSU only

CIT 110 4 Units
Information and Communications Technology Essentials
Lecture: 54 contact hours
Lab: 54 contact hours
This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for CompTIA's A+ certification exam.
Associate Degree Applicable
Transfers to CSU only
C-ID: ITIS 110

CIT 114 3 Units
Spreadsheets: Excel
Lecture: 36 contact hours
Lab: 54 contact hours
Advisory: CIT 100 or CIT 101
In this course, students will learn how to create workbooks using Microsoft Excel, which integrates spreadsheet analysis, information management, and graphics. Content includes the design and use of worksheets, data entry, formulas, functions, and graph creation. Students will also learn how to professionally format worksheets, use Excel functions in different applications, use Excel financial functions and data tables, and understand the concept of data management in Excel.
Associate Degree Applicable
Transfers to CSU only

CIT 116 3 Units
Database Management: Access
Lecture: 36 contact hours
Lab: 54 contact hours
Advisory: CIT 100 or CIT 101
This is a comprehensive course in the development and maintenance of a database. It provides a working knowledge of designing a database that includes: setting field properties, storing, retrieving, printing, and indexing records, creating informational and technical queries, developing customized forms and reports, establishing different types of relationships, and integrating Access with the Web. The course emphasis is on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality.
Associate Degree Applicable
Transfers to CSU only

CIT 118 3 Units
Microsoft PowerPoint
Lecture: 36 contact hours
Lab: 54 contact hours
This is a comprehensive-level course in Microsoft PowerPoint. This course is designed for students to create effective and compelling presentations. Instructions include developing and customizing presentations by using charts, clip art, pictures, presentation templates, WordArt, and information and graphics from Word, Excel, and Access.
Associate Degree Applicable
Transfers to CSU only

CIT 127 3 Units
Introduction to Computer Forensics
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 101
This course will introduce basic tools, techniques, and procedures for collecting, capturing, and preserving digital evidence that can be admitted and used in computer forensics processes. Topics include securing and analyzing a computer system and network system, evaluating suspect data and files, and composing reports based on investigative findings.
Associate Degree Applicable
Transfers to CSU only

CIT 128 3 Units
Introduction to Linux OS
Lecture: 36 contact hours
Lab: 54 contact hours
This is an introductory course to the LINUX Operating System and basic Linux Operating System environment and commands. This course will cover file system navigation, Graphic User Interfaces (GUI) such as GNOME and KDE, file permissions, the Linux text editors, command shells, and basic network commands. This course is mapped to LINUX LPI Level 1 guidelines.
Associate Degree Applicable
Transfers to CSU only

CIT 140 3 Units
Introduction to Systems Analysis and Design
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 101
The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages.
Associate Degree Applicable
Transfers to both UC/CSU
C-ID: ITIS 140

CIT 144 3 Units
Medical Terminology
Lecture: 54 contact hours
The course includes the origin, usage, spelling, pronunciation, and meaning of terminology used to describe the structures of the human body, as well as therapeutic and diagnostic procedures. It is a course for students who are interested in pursuing health occupations such as medical office occupations, nursing, radiological technology, and respiratory care.
Associate Degree Applicable
Transfers to CSU only

CIT 155 3 Units
Systems and Network Administration
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 110
This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.
Associate Degree Applicable
Transfers to CSU only
C-ID: ITIS 155

CIT 160 3 Units
Introduction to Information Systems Security
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 232
An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management.
Associate Degree Applicable
Transfers to CSU only
C-ID: ITIS 160

CIT 215 3 Units
Database Management Systems
Lecture: 54 contact hours
Prerequisite: CIT 116
This course focuses on the concepts of relational databases including database management systems, database design fundamentals and Structured Query Language (SQL).
Associate Degree Applicable
Transfers to CSU only
C-ID: ITIS 150

CIT 222 1-3 Units
Independent Study in Computer Information Technology
DIR: 54 contact hours
Limitation on Enrollment: Enrollment is limited to those who meet independent study criteria. Prior to registration a contract must be prepared. See instructor for details.
Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of information technology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester.
Associate Degree Applicable
Transfers to CSU only

CIT 232 3 Units
Computer Network Fundamentals
Lecture: 36 contact hours
Lab: 54 contact hours
Prerequisite: CIT 101
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. It provides preparation for the CompTIA Network+ certification exam.
Associate Degree Applicable
Transfers to CSU only
C-ID: ITIS 150

CIT 601 Noncredit
Introduction to Basic Computer Skills
Lecture: 8 contact hours
Lab: 16 contact hours
This course provides basic computer skills. Topics include basic knowledge of computer hardware, computer software, computer terminology, working with Windows, using the Internet, and creating basic business documents using Microsoft Word. This course is recommended for individuals who have little or no computer skills as well as those who wish to seek an entry-level position as an office clerk.

CIT 602 Noncredit
Microsoft Word Fundamentals
Lecture: 8 contact hours
Lab: 16 contact hours
This course provides a basic working knowledge of Microsoft Word for office workers. Topics include basic document, paragraph, and document formatting, working with clip art, lists, columns and tables. This course is recommended for individuals who wish to seek an entry-level position as an office clerk.

CIT 603 Noncredit
Microsoft Excel Fundamentals
Lecture: 8 contact hours
Lab: 16 contact hours
This course provides a basic working knowledge of Microsoft Excel for office workers. Topics include creating and editing worksheets, formatting worksheets, printing worksheets, using simple tables and graphs, basic formulas and fundamental Excel functions. This course is recommended for individuals who wish to seek an entry-level position as an office clerk.

CIT 604 Noncredit
Microsoft Powerpoint Fundamentals
Lecture: 8 contact hours
Lab: 16 contact hours
This course provides a basic working knowledge of Microsoft PowerPoint for office workers. Topics include creating presentations, managing PowerPoint slides, slide text and graphics, and displaying a presentation. This course is recommended for individuals who wish to seek an entry-level position as an office clerk.

CIT 605 Noncredit
Microsoft Outlook Fundamentals
Lecture: 8 contact hours
Lab: 16 contact hours
This course provides a basic working knowledge of Microsoft Outlook for office workers. Topics include Outlook contacts, Outlook email, and Outlook calendar. This course is recommended for individuals who wish to seek an entry-level position as an office clerk.

CIT 606 Noncredit
Computer Proficiency Lab
Lab: 18 contact hours
This noncredit course provides students who need extra help or extra lab time to develop proficiency with computer technology with an on-campus resource.

CIT 619 Noncredit
Computer Graphics
Lecture: 54 contact hours
This noncredit course is an introduction to graphic design using graphic software to create professional-looking documents. (Formerly CIT 026)

CIT 620 Noncredit
Internet
Lecture: 18 contact hours
Lab: 54 contact hours
Advisory: CIT 105
This noncredit course provides the basics of the Internet using current technology browser software. The course includes the effective use of web search portals, online collaboration software, and implications of security, privacy and ethical usage. (Formerly CIT 120)