**Business Information Systems for Moorpark College 2025-2026**

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| **C-ID (if applicable)** | **Moorpark College**  **Business Information Systems (BIS) Course** | **Oxnard College Comparable Course** | **Ventura College Comparable Course** |
|  | BIS M10 Microsoft Windows – Introduction (1.5 units) | No comparable course | No comparable course |
|  | BIS M20 Microsoft Office - Introduction (3 units) | BIS R122  (3 units) | No comparable course |
| BSOT 121X | BIS M21A MS Word - Intermediate (1.5 units) | No comparable course | No comparable course |
| BSOT 131X | BIS M21B Microsoft Word – Advanced (1.5 units) | No comparable course | No comparable course |
|  | BIS M21A MS Word - Intermediate (1.5 units)  AND  BIS M21B MS Word - Advanced (1.5 units) | No comparable course | BUS V61 (3 units) |
| BSOT 124X | BIS M22A Microsoft PowerPoint - Intermediate (1.5 units) | No comparable course | No comparable course |
| BSOT 122X | BIS M23A Microsoft Excel - Intermediate (1.5 units) | No comparable course | No comparable course |
| BSOT 132X | BIS M23B Microsoft Excel - Advanced (1.5 units) | No comparable course | No comparable course |
|  | BIS M23A Microsoft Excel - Intermediate (1.5 units)  AND  BIS M23B Microsoft Excel - Advanced (1.5 units) | BIS R123 (3 units) | BUS V62 (3 units) |
| BSOT 113X | BIS M24 MS Access – Introduction (3 units) | BIS R124 (3 units) | No comparable course |
| BSOT 106X | BIS M25 Microsoft Outlook—Introduction (1.5 units) | No comparable course | No comparable course |
|  | BIS M26 MS Project – Introduction (1.5 units) | No comparable course | No comparable course |
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|  | **Noncredit BIS Courses**  Note to Academic Data Specialists: Course comparability for noncredit courses is listed to assist counselors with substitutions that allow students to complete noncredit certificates. Noncredit courses should not have comparable courses added to Banner because there is no limitation on repetition of noncredit courses. |  |  |
|  | BIS M900 Keyboard – Introduction (78.75 hours) | CAOT R801 (43 hours) and CAOT R802 (58 hours) | No comparable course |
|  | BIS M920 Microsoft Office – Introduction (157.5 hours) | No comparable course | No comparable course |
|  | BIS M921A MS Word – Introduction (26.25 hours) | CAOT R805 (50 hours) | BUS N161 (70 hours) |