

Business Information Systems for Moorpark College 2022-2023

C-ID (if applicable)	Business Information Systems (BIS)	OC Comparable Course	VC 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
	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)

