CIS 101 | Alternative I/O for Computers
Lecture Credit: 1
Focuses on teaching alternative methods for interacting with a computer. Individualized for each student, the course covers such programs as Dragon NaturallySpeaking, Dragon Dictate, or Job Access with Speech (JAWS). It is designed for students who have little or no previous computer experience.

CIS 110 | Introduction to Computing Technology
Lecture Credit: 1
Introduces basic computing technology with an emphasis on document creation and storage. Use of technology for email, web surfing, and access to course materials is included.

CIS 114 | Computing for Health IT
Lecture Credit: 3
This is an introductory course in Computer Information Systems for Healthcare professionals. The focus of the class will be on computers as applied to Healthcare needs. The class will cover data representation, data communication, data storage, networking architecture and security. Network security will be covered as it relates to Electronic Health Records and Healthcare Privacy issues. The class will provide an introduction to computer programming and database management.

CIS 117 | Introduction to Technical Apps
Lecture Credit: 2
Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry-level hands-on work with word processors, spreadsheets, electronic presentations and basic Internet functionality to support the technical environment.

Prerequisite: Grade of C or better in CCR 092 or equivalent English and writing assessment score placements; or CIS 110 with a grade of C or better; or instructor permission

CIS 118 | Introduction to PC Applications
Lecture Credit: 3
Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

CIS 124 | Introduction to Operating Systems
Lecture Credit: 3
Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

Prerequisite: CIS 118 with a grade of C or better

CIS 130 | Introduction to Internet
Lecture Credit: 1
Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 | Complete PC Word Processing: Word
Lecture Credit: 3
Explores a complete array of word processing skills. The skills needed to create, edit, format, and print documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

Prerequisite: CIS 118 with a grade of C or better

CIS 136 | Microsoft Office Specialist Certification: Word
Lecture Credit: 1
Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam.

Prerequisite: BTE 103 or CIS 135 with a grade of C or better, or instructor permission based on prior experience

CIS 140 | Microsoft Outlook
Lecture Credit: 1
Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 145 | Complete PC Database
Lecture Credit: 3
Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

Prerequisite: CIS 118 with a grade of C or better, or instructor permission

CIS 149 | Microsoft Office Specialist Certification Prep: Access
Lecture Credit: 1
Prepares students for the Microsoft Office Specialist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

Prerequisite: CIS 145 with a grade of C or better, or instructor permission based on prior experience

CIS 155 | PC Spreadsheet Concepts: Excel
Lecture Credit: 3
Explores the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

Prerequisite: CIS 118 with a grade of C or better, or instructor permission

CIS 159 | Microsoft Office Specialist Certification Prep: Excel
Lecture Credit: 1
Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course.

Prerequisite: CIS 155 with a grade of C or better, or instructor permission

CIS 165 | Complete Presentation Graphics: PowerPoint
Lecture Credit: 3
Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

Prerequisite: CIS 118 with a grade of C or better, or instructor permission

CIS 169 | Microsoft Office Specialist Certification Prep: PowerPoint
Lecture Credit: 1
Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam.

Prerequisite: CIS 165 with a grade of C or better, or instructor permission based on prior experience
CIS 218 | Advanced PC Applications
Lecture Credit: 3
Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.
Prerequisite: CIS 155 with a grade of C or better, and BTE 103 or CIS 135 with a grade of C or better, or instructor permission

CIS 220 | Fundamentals of Unix
Lecture Credit: 3
Covers the structure and fundamentals of the UNIX operating system. Includes the file system and file processing, various utility programs, shell, multi-user operation, text processing and communications.
Prerequisite: CSC 119 with a grade of C or better, or CSC 119 as a corequisite, or instructor permission

CIS 240 | Database Design and Development
Lecture Credit: 3
Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.
Prerequisite: CIS 118 with a grade of C or better

CIS 243 | Introduction to Structured Query Language (SQL)
Lecture Credit: 3
Introduces students to Structured Query Language (SQL). Students learn to create database structures and store, retrieve and manipulate data in a relational database. Students create tables and views, use indexes, secure data, and develop stored procedures and triggers.
Prerequisite: CSC 119 with a grade of C or better, or instructor permission

CIS 267 | Management of Information Systems
Lecture Credit: 3
Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.
Prerequisite: CIS 118 with a grade of C or better

CIS 287 | Cooperative Education
Internship Credit: 1
Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.
Prerequisite: Instructor permission