COMPUTER INFORMATION SYSTEMS (CIS)

CIS 1010 | 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 1017 | 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.

CIS 1018 | 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 1020 | Technology for Career Develop
Lecture Credit: 1

Prepare students to actively pursue a career path. This course will emphasize awareness of career opportunities through the use of career assessment tools, academic advising and career professionals. It will provide students with skills assessment tools, professional development activities, and information for creating and maintaining an electronic career portfolio.

CIS 1024 | 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.

CIS 1030 | 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 1035 | 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.

CIS 1040 | Microsoft Outlook
Lecture Credit: 1

Introduces the functions used in Microsoft Outlook including e-mail messages, calendar, contacts, tasks, journals, and notes.

CIS 1045 | 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.

CIS 1055 | PC Spreadsheet Concepts: Excel
Lecture Credit: 3

Exposes 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.

CIS 1059 | 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.

CIS 1065 | 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.

CIS 2018 | 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.

CIS 2020 | 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.

CIS 2040 | 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.

CIS 2043 | Introduction to Structured Query Lanuage (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.

CIS 2067 | 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.

CIS 2087 | 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.