COMPUTER INFORMATION SYSTEMS

CIS 021. COMPUTER SKILLS.
This non-degree credit course is intended for students with minimal or no computer skills. This course provides an overview of microcomputer applications including a brief introduction to computer concepts word processing, spreadsheets, presentations, databases, web design, and video applications used in academia.

2 non-degree credits

CIS 101. BUSINESS SOFTWARE APPLICATIONS.
Industry-standard software including spreadsheets, database management systems, personal information management, the Internet, and word processing will be studied in depth. The capabilities, limitations, and special features of operating systems are studied. Extensive out-of-class computer work is necessary.

Prerequisites: successful completion of the computer literacy requirement.

3 credits