

Computer Courses

Course Descriptions: The hours identified with each course description represent the amount of time spent in the classroom, laboratory and clinical area per week during a semester.

Prerequisite: A prerequisite indicates a course which must be successfully completed before enrolling in other courses as indicated.

Corequisite: This indicates a course which must be taken no later than the same semester as the course described.

Recommended Background: Indicates level of course background or other criteria a student needs to be successful in a course.

CIS 101

INTRODUCTION TO MICROSOFT WORD 1 Hr

An introduction to basic concepts and practice of word processing application. No credit toward a degree. Students are enrolled in this course by placement.

Fall, Spring

CIS 102

INTRODUCTION TO MICROSOFT POWERPOINT 1 Hr

An introduction to basic concepts and practice of presentation software application. No credit toward a degree. Students are enrolled in this course by placement.

Fall, Spring

CIS 103

INTRODUCTION TO MS EXCEL 1 Hr

An introduction to basic concepts and practice of spreadsheet software application. No credit toward a degree. Students are enrolled in this course by placement.

Fall, Spring

CIS 190

INTRODUCTION TO COMPUTERS 3 Hrs

Introduction to computers and computer applications; computer elements, storage, and input/output devices. Emphasis on word processing, presentation and spreadsheet applications.

Fall, Spring

CIS 272

MANAGEMENT INFORMATION SYSTEMS

3 Hrs

Importance, need, and effective management of the information function in an organization. Interrelationships of data required for various operational areas of an organization; processing such data in an integrated fashion via current database applications, and presenting such information using current presentation applications.

Fall, Spring

Prerequisite: CIS 190