Computer Information Systems (CIS)

Courses

CIS 1140. Basic Keyboarding. 1 Hour.
For students with no prior keyboarding skills. Hands-on, self-paced course designed to help students learn beginning keyboarding skills and techniques. Students who type at a rate of 25 wpm or better should not register for this course. Successful completers will exit the course with speeds up to 30 wpm, and are advised to enroll in CIS 1150 for further development. Course fee required. FA, SP, SU.

CIS 1150R. Keyboard Skill Building. 2 Hours.
For students who have keyboarding skills of at least 25 wpm and wish to build basic keyboarding skills to 40 wpm and/or improve accuracy to no more than 10% error rate through hands-on instruction in a self-paced environment. Students who need additional keyboarding skill development may repeat the course one time with an individual plan for improvement at 20% higher subject to grade restrictions. FA, SP, SU.

CIS 1200. Computer Literacy. 3 Hours.
Fulfills Institutional Requirement in Computer Literacy. Open to all students. Hands-on instruction develops computer skills to access, create, analyze, process and deliver information, including study of computer concepts, operating systems, e-mail, word processing, spreadsheet, and presentation software. Grade of B- or higher fulfills prerequisite for CIS 2010. Course is self-paced with deadlines, but usually requires 6-9 hours per week for successful completion. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Use windows to save, organize and manage files on their computer system in a logical filing format, and be able to search and navigate the Windows system. 2. Demonstrate how to use a spreadsheet file by adding worksheets, inputting data, applying themes, creating charts, and other formatting features. 3. Use spreadsheet to create proper formulas and basic functions such as Average, Max, Min, PMT and If. 4. Manipulate word documents using formatting features, themes, inserting picture or clipart, headers and footers, and printing options. 5. Use word processing to assemble a research paper which includes research styles, references, and table of contents. 6. Manipulate a presentation using themes, different slide layouts, inserting pictures, WordArt, SmartArt, transitions and animations. Course fee required. FA, SP, SU.

CIS 1201. Computer Literacy Exam. 0 Hours.
Students who successfully pass the test out for CIS 1200 will receive a grade of "P" in this zero-credit class, signifying that the student has completed the Dixie State University Computer Literacy institutional requirement. Prerequisite: Instructor permission. FA, SP, SU.

Required of all students in the School of Business, and open to other interested students. Includes intermediate and advanced concepts in Excel spreadsheet application, beginning concepts in word processing and beginning through advanced concepts in Access database applications. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Use a relational database program to organize, store, maintain, retrieve and sort data relative to business, organizational, or individual needs. 2. Use a digital spreadsheet to organize, analyze and store data in tabular format, using the data to make calculations, show graphical representations or analysis. 3. Use a word processor to compose, edit, format, and print documents, including letters, reports, brochures, newsletters and research papers. FA, SP, SU.

CIS 2400. Word Processing Applications. 3 Hours.
Comprehensive word processing skills including line, page, and document formatting; graphics; tables; merging; sorting; columns; styles; document generation; macros; templates; and appropriate application of each of these features to enhance the preparation and presentation of a variety of documents. Course is self-paced with deadlines. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Enhance multiple page documents for professional usage. 2. Incorporate professional looking graphics, clipart and tables into word processed documents. 3. Automate repetitive formatting tasks using Macros, Custom Styles, QuickParts and Themes. 4. Utilize computing digital solutions to retrieve, store and submit data. FA, SP, SU.

CIS 2450. Spreadsheet Applications. 2 Hours.
Open to all students who wish to expand their basic spreadsheet skills in a hands-on course. Includes charts, formulas, functions, and database skills as well as techniques for enhancing the layout and presentation of spreadsheet information. Course is self-paced with deadlines. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Use a digital spreadsheet to organize, analyze and store data in tabular form, using the data to make calculations, show graphical representations or analysis. FA, SP, SU.

CIS 2480. Business Presentation Graphics. 2 Hours.
Open to all students who wish to expand the visual presentation skills in a hands-on course. Includes how to present charts and graphs, computer slide presentations, and other related applications using such techniques as drawing and editing tools to format and create data charts, graphs, and personalized templates as well as using clip art. Course is self-paced with deadlines. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Use a digital presentation program to design multimedia slides, including images, sounds, videos, text, and charts. FA, SP, SU.
CIS 2990. Seminar in CIS. 0.5-3 Hours.
For students wishing instruction that is not available through other regularly scheduled courses in this discipline. Occasionally, either students demand some type of non-traditional instruction, or an unanticipated opportunity for instruction presents itself. This seminar course provides a variable-credit context for these purposes. As requirements, this seminar course must first be pre-approved by the department chair; second, it must provide at least nine contact hours of lab or lecture for each credit hour offered; and third, it must include some academic project or paper (i.e., credit is not given for attendance alone). This course may include standard lectures, travel and field trips, guest speakers, laboratory exercises, or other non-traditional instruction methods. Note that this course is an elective and does not fulfill general education or program requirements. Prerequisite: Instructor permission.