Computer Information Systems (CIS)

Courses

CIS 1150. Keyboard Skill Building. 2 Hours.
For students who desire to build keyboarding skills with accuracy at a 90% level and to apply those skills to support academic and business related document preparation as well as distance education needs. This course is an online, hands on course providing active learning on straight copy as well as a variety of document formats. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Demonstrate keyboard mastery with speed tested speeds to 50+ wpm and accuracy at 90% through keying exercises and timed writings. 2. Demonstrate keyboarding techniques to support communication activities including proofreading, composition, and more. 3. Demonstrate keyboarding skills needed to create information for the internet, social media, higher education and the workplace for internal and external communications including but not limited to reports, letters, and emails. 4. Demonstrate applied keyboarding skills as they apply to social skills including civility in communications and business savvy to effectively use digital tools as well as safety and the misuse/abuse of technology. Course fee required. FA, SP, SU.

CIS 1200. Computer Literacy. 3 Hours.
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. Course is self-paced with deadlines, but usually requires 6-9 hours per week for successful completion. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to: 1. Use windows to save, organize, manage and navigate the Windows system. 2. Use a spreadsheet file by adding worksheets, inputting data, applying themes, creating charts, and other formatting features. 3. Use spreadsheets to create proper formulas and basic functions such as Average, Max, Min, PMT and If. 4. Create 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 that includes research styles, references, and table of contents. 6. Create 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.
Will post a Pass on student transcript if student can show they have met Computer Literacy requirements. 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. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. **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 form, 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. A $70 Inclusive Access Course Material fee applies to this course. **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. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. **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. Inclusive Access Course Material fees may apply, see Fees tab under each course section for details. **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.