Computer Information Systems (CIS)

CIS 1150. Keyboard Skill Building. 2 Hours.
This course is designed for students to learn or increase their keyboarding ability. Students will learn basic keyboarding techniques and will work towards improving accuracy by creating memos, letters, emails, etc. This course is an online -- hands on course providing active learning on a variety of word processing documents. **COURSE LEARNING OUTCOMES (CLOs) At the successful conclusion of this course, students will be able to:
1. Develop time management skills by scheduling work in a timely manner and completing assignments by deadline due dates. 2. Show keyboard mastery by completing assigned lessons that work on accuracy, technique, and speed. 3. Complete communication activities including proofreading, composition, etc. while using correct keyboarding techniques. 4. Validate keyboard skills by creating and formatting documents including memos, letters, emails, etc. 5. Demonstrate keyboard mastery by completing at least 5 proctored five-minute timings at a 90% accuracy rate. 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.

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. 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. 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.