|  |  |  |
| --- | --- | --- |
| **CIS-110\_2006SP** | **Introduction to Computers** | **CIS-110** |

|  |  |
| --- | --- |
| CIS Course ID | S21058 |
| Effective Term | Spring 2006 |
| End Term |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | 2 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 3 |

|  |
| --- |
| This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. |

|  |
| --- |
|  |

|  |
| --- |
| Competencies |
| 1. Identify the basic elements required in a computer system. 2. Produce electronic documents using various software applications. 3. Illustrate the role of the computer for personal and professional uses. |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| State Prerequisites | None |

|  |  |
| --- | --- |
| State Corequisites | None |

|  |  |  |
| --- | --- | --- |
| **OST-131\_1997SU** | **Keyboarding** | **OST-131** |

|  |  |
| --- | --- |
| CIS Course ID | S13790 |
| Effective Term | Summer 1997 |
| End Term |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | 1 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 2 |

|  |
| --- |
| This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| State Prerequisites | None |

|  |  |
| --- | --- |
| State Corequisites | None |

|  |  |  |
| --- | --- | --- |
| DBA-110\_2006SP | Database Concepts | DBA-110 |

|  |  |
| --- | --- |
| CIS Course ID | S21017 |
| Effective Term | Spring 2006 |
| End Term |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | 2 | Lab | 3 | Clinical | 0 | Work | 0 | Credit | 3 |

|  |
| --- |
| This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| State Prerequisites | None |

|  |  |
| --- | --- |
| State Corequisites | None |

|  |  |  |
| --- | --- | --- |
| **OST-134\_2008FA** | **Text Entry & Formatting** | **OST-134** |

|  |  |
| --- | --- |
| CIS Course ID | S22142 |
| Effective Term | Fall 2008 |
| End Term |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | 2 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 3 |

|  |
| --- |
| This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| State Prerequisites | None |

|  |  |
| --- | --- |
| State Corequisites | None |

|  |  |  |
| --- | --- | --- |
| **OST-284\_1999FA** | **Emerging Technologies** | **OST-284** |

|  |  |
| --- | --- |
| CIS Course ID | S10158 |
| Effective Term | Fall 1999 |
| End Term |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Class | 1 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 2 |

|  |
| --- |
| This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional. |

|  |
| --- |
|  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| State Prerequisites | None |

|  |  |
| --- | --- |
| State Corequisites | None |