Computer Information Systems (CIS)

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.