

## ***Computer Information Systems (CIS)***

### **CIS 101 Introduction to Computers**

IAI – CS 910

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course provides an overview of the computing field and its typical applications. Key terminology and components of computer hardware, application software, and system software (including operating systems) are covered along with the development and management of information systems. Other topics include computer career opportunities, various networks (including the Internet), and World Wide Web technologies. This course also provides students with training in the use of business productivity software, including word processing, database management, spreadsheet, and presentation graphics along with web browser software.

### **CIS 102 Programming**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This is an introductory course in Visual Basic designed to concentrate on the fundamentals of computer programming through an object-oriented/event-driven programming language. The techniques used can be applied to the business environment and also aid in problem-solving techniques. The student will obtain the skills and logic techniques needed for a solid programming foundation. The application is in a Windows-based environment. Prospective students for this course must have previous computer skills.

### **CIS 104 Spreadsheet Design**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to provide the business student with skills and knowledge necessary to design and implement practical spreadsheet models using Microsoft Excel software. Students will use basic business mathematics skills to design problem-solving models that can be used in the analysis of data. Upon completion of this course, the student will be prepared to sit for the core MOS exam.

### **CIS 110 Introduction to Word Processing**

2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed to provide the student with skills to become effective and efficient in using a popular word processing software. The student will incorporate critical thinking skills along with problem-solving techniques to master this software package. This course is designed for students who would like to master a word processing package and upon completion of the course be prepared to sit for the core MOS exam.

### **CIS 120 Data Base Management**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to provide the student with fundamental database concepts. The student will be able to create and maintain tables, forms, queries, and reports. Skills will go beyond that of utilizing the wizards. Customized forms and reports will be developed. Interacting with the Web, setting table relationships, and data integration with other applications will be covered. Upon completion of the course the student will be prepared to sit for the core MOS exam.

### **CIS 200 Network Essentials**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

This course will provide the student with a general background in networking concepts, procedures and skills necessary in a computer network environment. This course is designed to familiarize the student with an overview of network topologies, physical network architecture, various networking operating systems and a brief introduction into Microsoft Active Directory. This class will also provide the student with necessary skills in troubleshooting and help desk topics necessary for the network technician and software specialist. **Spring semester only.**

### **CIS 206 Managing Network Environments I**

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to give the student knowledge and practical experience in administering a Microsoft Server 2003 network. Students will be able to describe the principal features of a network operating system and the networking basics of active directory. The student will work with and troubleshoot in the areas of installation of the network operating system, setting up users and groups, assignment of group policy and permissions of a network. This course will assist the student in preparing for an industry-recognized certification exam and is a prerequisite class of CIS 218.

**Fall semester only.**

### **CIS 207 Computer Applications**

IAI – AG 913, BUS 902

3 Hours

Prerequisites: None

4 hours weekly (2-2)

This course is designed to provide students with the skills and knowledge necessary to function in a highly automated business environment. The Windows operating system will serve as the framework for developing skills in file management and organization, the use of Internet access, and the application of business computer packages including word processing, database management, spreadsheets, and presentation software.

### **CIS 208 Security Awareness**

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course will provide a security awareness overview and emphasize the importance of information security. Security techniques relating to business information systems as well as the home computer system will be covered. Issues will include personal, internet, and organizational security. Types of security attacks will be discussed, prevention methods will be determined, and recovery plans will be developed. Policies and procedures that will assist in preventing an invasion of privacy will be covered.

### **CIS 210 Presentation Graphics**

2 Hours

Prerequisites: None

3 hours weekly (1-2)

This course is designed to provide the student with skills and concepts to create custom presentations using Microsoft PowerPoint. Students will learn to create presentations, add multimedia effects to presentations, publish presentations on the World Wide Web, and set up and schedule online broadcasts. This course will help the student prepare for the MOS certification test.

### **CIS 212 Technology Skills Development**

3 Hours

Prerequisites: CIS 101

4 hours weekly (2-2)

This course is designed to provide students with the opportunity to become proficient in three separate but related current business computer applications. This course provides students with hands-on experience using desktop publishing software. Students will learn the basic mechanics and concepts of desktop publishing. This course also provides students with desktop information management skills including the use of e-mail, contact, calendar, task, note, and journal features. In addition, the students will develop the strategies and skills required to use the Internet as a valuable research tool.

### **CIS 218 Managing Network Environments II**

3 Hours

Prerequisites: CIS 206

4 hours weekly (2-2)

This course is designed to use Microsoft Server 2003 and is a continuance of CIS 206. The student will continue work with and troubleshoot active directory in the following areas: managing printers, publishing, auditing, and disk resources administering, web resources in Windows Server 2003, administering TCP/IP, administering DNS, monitoring and troubleshooting Windows Server 2003 and administering remote access services. This course will assist the student in preparing for an industry-recognized certification exam.

**Spring semester only.**

### **CIS 220 Advanced Spreadsheet Design**

3 Hours

Prerequisites: CIS 104  
4 hours weekly (2-2)

This course is a continuation of CIS 104 and builds upon basic design skills. It provides the student with an opportunity to develop advanced techniques in the design of business applications. Advanced study of special mathematics, logical, and database statistical functions will provide the foundation for advanced program design. Problem solving for managerial and accounting decision making is emphasized, and design techniques incorporating the use of macros, menu layout, and data transfer are included using Microsoft Excel. Upon completion of this course, the student will be prepared to sit for the specialist MOS exam.

### **CIS 225 Advanced Data Base Management**

3 Hours

Prerequisites: CIS 120  
4 hours weekly (2-2)

This course is a continuation of CIS 120. The concepts needed to develop and maintain a database system at an advanced level will be emphasized. Items that will be covered are: advanced query manipulation, table linking, macro programming, planning and creating a switchboard application as well as applying custom toolbars. Business simulated projects will be a major part of the curriculum. Upon completion of this course, the student will be prepared to sit for the specialist MOS exam.

### **CIS 230 Operating Systems**

3 Hours

Prerequisites: None  
4 hours weekly (2-2)

Students will learn important topics about Windows XP Professional, including customizing Windows XP, implementing shortcut strategies, using OLE technologies, backing up a hard disk, safeguarding your computer, evaluating system performance, installing software, installing and troubleshooting hardware, and exploring the Windows Registry. Students will work toward a preparation of an industry standard certification. This course teaches to a power users level.

### **CIS 235 Current Topics in Information Systems**

2 Hours

Prerequisites: None  
3 hours weekly (1-2)

This course is designed to provide the student an opportunity to see and use various alternative software packages and hardware systems currently available in today's business market. Emphasis will be on current trends and topics in computer hardware, software, operating systems, and the Internet.

### **CIS 240 Web Page Design**

IAI – MC 923  
3 Hours

Prerequisites: None  
4 hours weekly (2-2)

This course is designed to give the student the knowledge needed to develop and maintain a basic web site, discussing the importance of web ethics and legal issues, understanding and modifying HTML code, linking web pages, formatting and enhancing a web site, imbedding multi-media files, creating tables and frames pages, utilizing navigation structures, cascading style sheets and uploading a web site.

### **CIS 245 Advanced Web Design**

3 Hours

Prerequisites: CIS 240 or consent of instructor  
4 hours weekly (2-2)

This course will provide the student with the basic skills needed to create a dynamic, data-driven web site. The student will manipulate the web page with the use of behaviors, layering, forms, and templates.

### **CIS 250 Wireless Networks**

3 Hours

Prerequisites: CIS 200 or CIS 230 or consent of instructor  
4 hours weekly (2-2)

This course is designed to introduce basic terminology, organization, and understanding of a networking operating system. The terminology and organization will be incorporated through lecture and practical application. The student will be able to describe a network and its functions, the physical components of a network system, identify network services, and perform login procedures. This course will provide a solid foundation for advancement of network applications along with the basic necessary

skills to apply to networking concepts. Rich media items will be implemented such as video and sound. Search engine optimizing techniques will be explored. The student will be introduced to the fundamentals of web database interaction.