Computer Information Systems (CIS) - Microcomputer Applications Specialist

Computer Information Systems (CIS) - Microcomputer Applications Specialist Certificate of Achievement

The Computer Information Systems Program teaches concepts, procedures and terminology, as well as the skills and applications necessary to operate computers.

Program student learning outcomes:

1. Students will use industry standard computer software programs for business.
2. Students will create reports according to industry standards for business.
3. Students will analyze and evaluate the use of computer information systems including the role of ethics and the impact on society as well as contemporary issues.
4. Students will identify and distinguish between different types of business and different types of business practices.
5. Students will create strategic solutions to solve common business problems.

For Gainful Employment information please visit:

https://westhillscollege.com/coalinga/degrees-and-certificates/gainful-employment/

Career and employment information may be obtained through:

- O*Net, www.onetonline.org
- Labor Market, California Employment Development Department, www.labormarketinfo.edd.ca.gov

Course #	Title	Units
Required Core Courses (18 Units)		
BUS 013A	Word for Windows I	1.5
BUS 013B	Word for Windows II	1.5
BUS 020	Introduction to Business	3
BUS 024	Business Mathematics	3
CIS 007	Computer Concepts	3
CIS 019B	Database Creation & Management	3
CIS 034	Introduction to Spreadsheets	3
	Total	**18**