

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 filter records in an access table.
2. Students will change a Theme or Quick Style and apply it in a document.
3. Students will compose business correspondence using correct format responding to a case study.

For Gainful Employment information please visit:

<https://westhillscollge.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

Recommended Course Sequence: **Computer Information Systems (CIS): Microcomputer Applications Specialist Cert.**

<i>Course #</i>	<i>Title</i>	<i>Units</i>
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