

Computer Information Systems (CIS) - Microcomputer Applications Specialist

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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

<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