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Computer Information Systems

CIS115 Computer Applications

4 Credit Hours

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

CIS131 Fundamentals of Information Technology

4 Credit Hours

Provides an overview of network concepts and terminology. Students learn about local and wide-area networks, the OSI model of networking, network protocols, transmission methods, physical and logical topologies, and network hardware.

CIS201 Advanced Spreadsheets

2 Credit Hours

Students gain experience with spreadsheet applications, such as Microsoft Excel. Topics include building complex worksheets; importing and exporting data; using mathematical, financial, and statistical functions; developing macros; consolidating spreadsheets; creating templates; and utilizing "what if" analyses to make business decisions.

Prerequisite: CIS115

CIS204 Database Management Systems

2 Credit Hours

Hands-on experience with well-known database management software applications, such as Microsoft Access. Topics include an introduction to database programming, multiple database files, query files, reports, and the planning, development, and implementation of database systems.

Prerequisite: CIS115

CIS212 Multimedia and Business Presentations

2 Credit Hours

Focuses on enhancing business communications via the growing areas of electronic communication. Students learn to develop, design, and deliver oral presentations using multimedia and online data services. Practice sessions and videotape feedback provide additional insight into presentation style and effectiveness.

Prerequisite: CIS115

CIS215 Administrative Technologies

2 Credit Hours

Focuses on the integration of decision-making skills and administrative technologies to facilitate professional operations and enhance productivity. Topics include scheduling, event planning, records management, office procedures, and electronic communications and research.

CIS241 Graphic Development

3 Credit Hours

Students learn to create elements for multimedia and the web, using software such as Adobe Photoshop. Topics include simple image conversions; creating and editing layers, splash screens, and transparent GIFs; adding text to images; image adjustment; and 3D effects and surfaces.

CIS270 Special Topics in Technology

3 Credit Hours

Involves readings and discussions around various topics in technology. Topics vary from quarter to quarter.

