# CIS 112: Advanced Business Information Systems

This course includes an in-depth study of a spreadsheet package, including its database and graphic capabilities, and its logical functions and macro capabilities. A study of a leading word processing package, including its graphic/desktop-publishing features is included. Students work with an integrated office package and learn how to convert, link, and embed data between the word processor and spreadsheet programs. Other business applications are included. Basic familiarity with Word and Excel is recommended; students without this knowledge should consider taking CIS 111. Instructional Support Fee applies. Gen. Ed. Competencies Met: Critical Thinking and Information Literacy.

## Course Student Learning Outcomes

1. Use advanced document, spreadsheet, and database programs as a means to accomplish business professional goals. 2. Enhance word documents by applying advanced techniques. 3. Successfully apply advanced techniques to the creation of a complex spreadsheet. 4. Successfully apply logical functions and automate repetitious activities via the use of macros within applicable business applications. 5. Convert, link, and embed data between a word processor and spreadsheet program. 6. Gain the skills necessary to prepare for real-life business situations.

**Credits:** 3
**Program:** Computer Information Systems
**Recommended:**
Basic familiarity with Word and Excel is recommended; students without this knowledge should consider taking CIS 111.