

BCIS 1305 : Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the Internet. (BCIS 1305 is included in the Business Field of Study.) This course is recommended for business, mathematics, and computer science majors. Two hours lecture and four hours lab per week.

Credits 3

Lecture Hours 2

Lab Hours 4

Clinical Hours 0

CIP

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Prerequisites

None.