

# BCIS - BUSINESS COMP INFO SYS

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**BCIS 1301 Microcomputer Applications 3 Credit Hours (3 Lec, 1 Lab)**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming language may be discussed and applied.

**BCIS 1305 Business Computer Applications 3 Credit Hours (3 Lec, 1 Lab)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

Course Type: Component Area Option - A CAPP