- CIS 091 Students completing CIS 091: Keyboarding will be able to:
- 1. Demonstrate the ability to keyboard by touch and with speed and accuracy
- 2. Develop the skills necessary for efficient application of software functions and techniques to create a variety of documents used in the workplace, academia, and personal affairs
- 3. Practice the skills necessary for proofreading that results in error-free copy
- 4. Demonstrate effective file management techniques for organizing document files on a storage device or medium for the purpose of efficient retrieval, maintenance, copying and moving, deleting, and backup
- 5. Develop knowledge about filename extensions necessary for file recognition and compatibility with software
- CIS 101 Students completing CIS 101: Introduction to Computers will be able to:
- 1. determine when and how computer technology is appropriate to the solution of a problem
- 2. demonstrate the ability to identify computer hardware components
- 3. demonstrate the ability to identify and describe the functions and interaction of system software and application software
- CIS 117 Students completing CIS 117- Scripting will be able to:
- 1. Design and develop a client-side script
- 2. Design and develop a server-side script
- CIS 161 Students completing CIS 161: Website Design and Programming using Dreamweaver will be able to:
- Define a web page layout
- 2. Discuss various template options in Dreamweaver
- 3. Produce a template-based web site in Dreamweaver
- 4. Develop work-flow strategies in Dreamweaver
- 5. Propose a web design and templates for a new web site
- 6. Compare completed websites against similar industry websites
- CIS 163 Students completing CIS 163: Introduction to Photoshop will be able to:
- 1. Define and effectively work with raster-based artwork for both screen and print publication.
- Correct and enhance existing photographs.

3. Create original artwork and compositions.

CIS 190A - Students completing CIS 190A: Web Master Internship will be able to:

- 1. Demonstrate the ability to work effectively in a team-based, collaborative environment.
- 2. Identify and describe strategies for setting, maintaining, and meeting web page and web site project deadlines
- 3. Describe both the interpersonal and the technical skills required for obtaining employment as a webmaster.

CIS 190B - Students completing CIS 190B: Network Administration Internship will be able to:

- 1. Demonstrate the ability to work effectively in a team-based, collaborative network environment.
- 2. Identify and describe strategies for setting, maintaining, and meeting network project deadlines
- 3. Describe both the interpersonal and the technical skills required for obtaining employment as a network administrator.

CIS 190C - Students completing CIS 190C: Hardware Technician Internship will be able to:

- 1. Demonstrate the ability to work effectively in a team-based, collaborative technical environment.
- 2. Identify and describe strategies for setting, maintaining, and meeting project deadlines
- 3. Describe the interpersonal and technical skills required for obtaining employment as a hardware technician.