

TDCJ BUSINESS COMPUTER INFORMATION SYSTEMS CONTINUING EDUCATION CERTIFICATE (16-WEEK)

This is a 16-week program.

The business computer information systems program leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

This program requires a 7.5 E.A. score or a G.E.D./H.S.

ARTC-1017. Design Communication I. (0 Credits)

Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

ITSC-1001. Introduction to Computers. (0 Credits)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

ITSC-1009. Integrated Software Applications. (0 Credits)

Introduction to business productivity software suites using word processing, spreadsheets, databases and/or presentation software. Lab fee.

ITSC-1011. As400 Operations. (0 Credits)

A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management.

ITSC-2021. Integrated Software Appl II. (0 Credits)

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

Requires 7.5 E.A. score or G.E.D./H.S.

Code	Title	Hours
ITSC-1001	Introduction to Computers	4.8
ITSC-1009	Integrated Software Applications	11.2
ITSC-2021	Integrated Software Appl II	12.8
ITSC-2031		11.2

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ITSC-1011	As400 Operations	11.2
ARTC-1017	Design Communication I	6.4
Total Hours		57.60