



PALOMAR COMMUNITY COLLEGE
BUSINESS ADMINISTRATION DEPARTMENT
OFFICE INFORMATION SYSTEMS

INTRODUCTION TO OFFICE INFORMATION SYSTEMS

OIS 120

Are you afraid of new technology?

Or, do you think you need a computer geek?

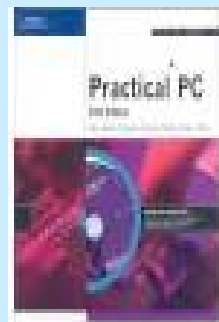
All you need to know about hardware components, software applications, electronic communication, and networking is covered in INTRODUCTION TO OFFICE INFORMATION SYSTEMS (OIS 120)—a great course to begin your computer learning!

Enroll in OIS 120 for hands-on training which includes:

- The computer Industry: history, careers, and ethics
- Computer and digital basics
- Computer hardware and software
- Operating systems and file management
- Networking basics
- The Internet, Web, and Email
- Digital media
- Information systems analysis and design
- Databases
- Basics of computer programming
- Analysis of the role of information technology in the workplace

Textbook:

The **Practical PC** by
June Jamrich Parsons,
Parsons, Dan Oja, Oja,
Marilou Sazon Potter in
Books



ENROLL NOW!



FOR MORE INFORMATION
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