

## **Computer Information Systems (CIS) - Microcomputer Applications Specialist**

### **Computer Information Systems (CIS) - Microcomputer Applications Specialist AS Degree**

The Computer Information Systems Program teaches concepts, procedures and terminology, as well as the skills and applications necessary to operate computers.

#### **Program student learning outcomes:**

1. Students will use industry standard computer software programs for business.
2. Students will create reports according to industry standards for business.
3. Students will analyze and evaluate the use of computer information systems including the role of ethics and the impact on society as well as contemporary issues.
4. Students will identify and distinguish between different types of business and different types of business practices.
5. Students will create strategic solutions to solve common business problems.

#### **Students must fulfill the following requirements to qualify for an Associate Degree:**

- Complete the Local General Education, CSU General Education (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) requirements,
- Complete a minimum of 18 additional units from the major list below,
- Complete electives to reach a total of 60-degree applicable units,
- Earn a grade of C or better in each major course,
- Maintain a minimum cumulative G.P.A. of 2.00, and
- Complete the English and math proficiency requirements with a C or better

#### **For Gainful Employment information please visit:**

<https://westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/>

#### **Career and employment information may be obtained through:**

- O\*Net, [www.onetonline.org](http://www.onetonline.org)
- Labor Market, California Employment Development Department, [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses (18 Units)</b>		
BUS 013A ..	Word for Windows I .....	1.5
BUS 013B ..	Word for Windows II .....	1.5
BUS 020 ....	Introduction to Business .....	3
BUS 024 ....	Business Mathematics .....	3
CIS 007 .....	Computer Concepts .....	3
CIS 019B ...	Database Creation & Management .....	3
CIS 034 .....	Introduction to Spreadsheets .....	3
	<b>Total .....</b>	<b>18</b>