

## 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 filter records in an access table.
2. Students will change a Theme or Quick Style and apply it in a document.
3. Students will compose business correspondence using correct format responding to a case study.

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

- Complete the Local General Education or the California General Education Transfer Curriculum (Cal-GETC) 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)

#### Recommended Course Sequence: **Computer Information Systems (CIS): Microcomputer Applications Specialist AS Degree**

<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
	Total Major Units.....	18
	Total Units that may be double-counted towards GE Units.....	0
	General Education (GE) Units.....	21-28
	Elective Units (As needed to reach 60 units).....	21-14
	<b>Total Degree Units</b> .....	<b>60</b>