

## Computer Applications Technology

Contact: [Randy Larson](#) (623)-935-8077

Award Type: **Certificate of Completion**

Effective First Year/Term: 2005 Fall

Overall G.P.A.: 2.00

Initiating College: **Estrella Mountain Community College**

Program Availability: College Specific

Total Credits: 26

Major Code: **5214**

Faculty Initiator:

CIPS Code: 52.04.07

Instructional Council: Computer Information Systems (12)

Development Date:

District Curriculum Committee Online Agenda Date:

MCCCD Governing Board Approval Date: 6-25-02

**Description:** This certificate program consists of 26 credits including courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing. With proper choices, a student who completes the certificate may apply all those courses toward the Associate in Applied Science (AAS) Degree program. Many of the courses are offered in a self-paced format to enable students to enter and complete the program in a timely and flexible manner. Students take the courses for personal development of microcomputer skills and to prepare for or enhance employment. Upon completion of the program, students should be able to operate a microcomputer and operate a variety of software in a professional manner.

---

### Program Notes:

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

**Admission Criteria: None**

**Program Prerequisites: None**

### Required Courses: Credits: 20

Students must earn a grade of "C" or better for each course in the "Required Courses" area.

BPC/CIS114++	Electronic Spreadsheet (Any module)	3
BPC/CIS117++	Database Management (Any module)	3
CIS133AA	Internet/Web Development Level I-A (1) AND	
+ CIS133BA	Internet/Web Development Level I-B (1) AND	
+ CIS133CA	Internet/Web Development Level I-C (1) OR	
BPC/CIS133DA	Internet/Web Development Level I (3)	3
+ BPC/OAS135++	Word Processing Software (Any module)	2
+ BPC138++	Desktop Publishing (Any module)	3
CIS105	Survey of Computer Information Systems	3
OAS120	Financial Record Keeping	3

**Restricted Electives: Credits: 6**

Students should select six (6) credits from the following courses in consultation with a program advisor.

BPC/CIS118++	Desktop Presentation Software (Any module)	3
BPC/CIS120DB	Computer Graphics: IBM Adobe Illustrator	3
CIS120DC	Computer Graphics: Macromedia Flash	3
BPC/CIS120DF	Computer Graphics: Adobe Photoshop	3
+ BPC170	Computer Maintenance I: A+ Prep	3
+ CIS/MMT140	Survey of Multimedia Technology	2
+ CIS150	Programming Fundamentals	3
+ CIS190	Introduction to Local Area Networks	3
+ CIS233DA	Internet/Web Development Level II	3
OAS101AA	Computer Typing I: Keyboard Mastery (1) OR	
OAS102	Computer Typing II: Document Production (3)	1-3
TQM101	Quality Customer Service	3

---

**Program Competencies**

1. Demonstrate mastery of micro computing accounting systems including the general ledger, accounts receivable, accounts payable and payroll. (OAS120)
2. Use a microcomputer spreadsheet program to create, store, modify, and print electronic spreadsheets. (BPC/CIS114++)
3. Use a microcomputer database program to create, store, modify, and generate reports. (BPC/CIS117++)
4. Use a microcomputer graphics program to create, store, and print charts, graphs, and other visual images for business purposes. (BPC/CIS120++)
5. Use a microcomputer word processing system to create, modify, and print a variety of business documents. (BPC/OAS135++)
6. Use appropriate commercial software packages to compose and print newsletters, flyers, resumes, brochures, advertisements, and other typical desktop publications from templates and models. (BPC138++)
7. Describe common uses of computers in modern business practices. (CIS105)
8. Identify and describe common microcomputer hardware and software. (CIS105)
9. Use word processing, spreadsheet, database, and graphics software to complete common business operations and transactions. (CIS105)
10. Gain experience with various Internet/WWW communication, resource discovery, and information retrieval tools and learn basic Web page development. (BPC/CIS133++)

Modified by R. Larson 11/29/2006 8:52 AM