

Computer Applications Technology

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Award Type: **Associate in Applied Science**

Effective First Year/Term: 2004 Fall

Overall G.P.A.: 2.00

Initiating College: **Estrella Mountain Community College**

Program Availability: College Specific

Total Credits: 64

Major Code: **3547**

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 program consists of 64 credits, and includes courses in the following microcomputer areas: general usage and applications, operating systems, word processing, database, spreadsheets, and desktop publishing, Other skills which are integrated with the microcomputer training are accounting, English, and math. 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. This degree program is designed to prepare students for entry-level occupations in the rapidly expanding field of computer information systems. Upon completion of the program students should be able to operate a microcomputer and use 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: 30

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

BPC/CIS120++ courses cannot be used to satisfy both "Required Courses" and "Restricted Electives" areas.

BPC/CIS114++	Electronic Spreadsheet (Any module)	3
BPC/CIS117++	Database Management (Any module)	3
BPC/CIS118++	Desktop Presentation Software (Any module)	3
BPC/CIS120++	Microcomputer Graphics (Any module)	3
BPC/CIS121AE	Windows Operating System: Level I	1
CIS133AA	Internet/Web Development Level I-A AND	
+ CIS133BA	Internet/Web Development Level I-B AND	
+ CIS133CA	Internet/Web Development Level I-C OR	
BPC/CIS133DA	Internet/Web Development Level I	3
+ BPC/OAS135++	Word Processing Software (Any module)	2
+ BPC138++	Desktop Publishing (Any module)	3
CIS105	Survey of Computer Information Systems	3
+ CIS190	Introduction to Local Area Networks	3
OAS120	Financial Record Keeping	3

Restricted Electives: Credits: 9

Students should select nine (9) credits from the following courses in consultation with a program advisor.

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
+ CIS159	Visual Basic Programming I	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

General Education: Credits: 25**CORE: Credits: 15**

First-Year Composition

+ ENG101	First-Year Composition	3
+ ENG111	Technical Writing	3

ENG102 First Year Composition is acceptable if ENG111 is not available.

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading

Any approved general education course from the Critical Reading Area or equivalent as indicated by assessment.	3
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Mathematics

MAT102	Mathematical Concepts/Applications	3
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DISTRIBUTION: Credits: 10

Humanities & Fine Arts

Any approved general education course from the Humanities and Fine Arts Area	3
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Natural Sciences

Any approved general education course from the Natural Sciences Area	4
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Social and Behavioral Sciences

ECN112	Microeconomic Principles	3
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Program Competencies

1. Demonstrate mastery of microcomputing accounting systems including the general ledger, accounts receivable, accounts payable and payroll (OAS120)
2. Use a microcomputer presentation program to create, store, modify and print presentations. (BPC/CIS118++)
3. Use a microcomputer spreadsheet program to create, store, modify, and print electronic spreadsheets. (BPC/CIS114++)
4. Use a microcomputer database program to create, store, modify, and generate reports. (BPC/CIS117++)
5. Use a microcomputer graphics program to create, store, and print charts, graphs, and other visual images for business purposes. (BPC/CIS120++)
6. Use a microcomputer word processing system to create, modify, and print a variety of business documents. (BPC/OAS135++)
7. Use appropriate commercial software packages to compose and print newsletters, flyers, resumes, brochures, advertisements, and other typical desktop publications from templates and models. (BPC138++)
8. Use the Internet's communication features and information search and retrieval tools to solve problems. (BPC/CIS133++)
9. Describe common uses of computers in modern business practices. (CIS105)
10. Identify and describe common microcomputer hardware and software. (CIS105)
11. Use word processing, spreadsheet, database, and graphics software to complete common business operations and transactions. (CIS105)
12. Use a graphical user interface (GUI) to control an operating system for enhancing and improving application functionality. (BPC/CIS121AE)
13. Define and apply data communication terminology and hardware configurations associated with a Local Area Network computing environment to hands-on application of skill. (CIS190)

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