



A Course of Study for a Major in

Computer Information Systems A.A. Degree, Certificate of Achievement Programs & Department Certificate Programs

Computer Information Systems managers oversee a variety of administrative, clerical, and accounting functions necessary to efficiently run and maintain computerized business systems. Office workers use a variety of software to produce correspondence, maintain databases, manage projects, as well as organize meetings, manage financial records, and create presentations. Students focusing on Web applications attain the skills to professionally design, develop, and manage websites.

This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

TRANSFER

Transfer requirements for the CIS can be found on the Business major sheet available in the Transfer/Counseling Center, as well as online at www.smc.edu/articulation.

ASSOCIATE IN ARTS DEGREE - 60 UNITS

Students must complete major requirements in effect at the time enrollment begins or major requirements in effect at graduation as long as continuous enrollment is maintained. See Santa Monica College catalog for definition of continuous enrollment.

At least 50% of the major units must be completed at Santa Monica College.

All coursework for the major must be completed with a grade of C (2.0) or higher.

Please note: Certificates of Achievement may be expanded into Associate in Arts degrees by completing a total of 60 semester units that include the general education requirements and recommended courses from the certificate areas. Additional general education requirements for Associate in Arts degree can be found online at www.smc.edu/articulation or listed on a separate sheet available in the Transfer/Counseling Center.

COMPUTER BUSINESS APPLICATIONS (27 units)

The computer business application certificate is a sequence of courses designed to prepare students for a variety of positions in today's automated office. Using the Microsoft Office Suite students learn to create, edit, format and publish documents, spreadsheets, presentations and databases. Students also develop skills necessary to handle basic accounting and bookkeeping procedures for small businesses.

Required Courses: (21-23 units)

Accounting 1, Accounting (5) **or** Accounting 21, Bookkeeping (3)
 Business1, Introduction to Business (3)
 CIS 1, Computer Concepts with Applications (3)
 CIS 4, Introduction to Computers with Business Applications (3)
 CIS 32, Microsoft Access (3)
 CIS 35, Quickbooks (3)
 CIS 30, Microsoft Excel (3)

Select six units from the following courses:

CIS 9A, Technology Project Management I (3)
 CIS 34, Advanced Excel with Visual Basic for Applications (3)
 CIS 37A, Microsoft World I (3)
 CIS 39, Microsoft Outlook – Comprehensive Course (3)
 CIS 50, Internet, HTML and Web Design (3)
 OFTECH 1, Keyboarding 1 (3) **or** OFTECH 10, Skill Building on the Keyboard (3)
 OFTECH 5, English Skills for the Office (3)

Additional general education and graduation requirements for the Associate in Arts degree from Santa Monica College are listed on a separate sheet in the Transfer/Counseling Center, as well as online (go to www.smc.edu/articulation).

ASSOCIATE IN ARTS DEGREE - 60 UNITS

Students must complete major requirements in effect at the time enrollment begins or major requirements in effect at graduation as long as continuous enrollment is maintained. See Santa Monica College catalog for definition of continuous enrollment.

At least 50% of the major units must be completed at Santa Monica College.

All coursework for the major must be completed with a grade of C (2.0) or higher.

Please note: Certificates of Achievement may be expanded into Associate in Arts degrees by completing a total of 60 semester units that include the general education requirements and recommended courses from the certificate areas. Additional general education requirements for Associate in Arts degree can be found online at www.smc.edu/articulation or listed on a separate sheet available in the Transfer/Counseling Center.

WEBSITE SOFTWARE SPECIALIST (34 units)

A Website Software Specialist designs, develops, and manages websites with the skills needed to be successful in today's job market. A Website Software Specialist needs to be knowledgeable in variety of Internet technologies (HTML, CSS, JavaScript, and server-side scripting such as ASP or Perl), as well as Web authoring applications such as Dreamweaver, FrontPage, Fireworks, Flash, and PhotoShop. They are primarily responsible for developing user friendly and interactive Web pages, integrating and optimizing different multimedia components, and implementing hosting, publishing, and development workflow strategies.

Required Courses: (34 units)

- CIS 1, Computer Concepts with Applications (3)
- CIS 50, Internet, HTML, and Web Design (3)
- CIS 51, Web Page Design Using XHTML and CSS (3)
- CIS 53, Microsoft Expression Web (3)
- CIS 54, Web Page Development and Scripting (3)
- CIS 55, Advanced Web Page Development & Scripting (3)
- CIS 56, Multimedia for the Web (3)
- CIS 57, Web Site Management (3)
- CIS 59A, Dreamweaver I (3)
- CIS 60A, Photoshop I (3)
- CIS 62A, Flash I (3)
- CIS 88A, Independent Study (1)

Additional Recommended Courses:

- CIS 58, Designing Accessible Websites (3)
- CIS 59B, Dreamweaver II (3)
- CIS 60B, Photoshop II (3)
- CIS 61, Fireworks (3)
- CIS 62B, Flash II (3)

Additional general education and graduation requirements for the Associate in Arts degree from Santa Monica College are listed on a separate sheet in the Transfer/Counseling Center, as well as online (go to www.smc.edu/articulation).

CERTIFICATES OF ACHIEVEMENT

At least 50% of the units required for Certificates of Achievement must be completed at Santa Monica College.

Each course must be completed with a grade of C (2.0) or higher.

Please note: Certificates of Achievement may be expanded into Associate in Arts degrees by completing a total of 60 units that include the general education requirements and recommended courses from the certificate areas.

COMPUTER BUSINESS APPLICATIONS (27 units)

A Certificate of Achievement is granted in Computer Business Applications upon completion of the 27 required units listed under Computer Business Application Associate in Arts degree.

WEBSITE SOFTWARE SPECIALIST (34 units)

A Certificate of Achievement is granted in Website Software Specialist upon completion of the 34 required units listed under Website Software Specialist Associate in Arts degree.

DEPARTMENT CERTIFICATE

At least 50% of the units required for Department Certificates must be completed at Santa Monica College.

Each course must be completed with a grade of C (2.0) or higher.

DESKTOP PUBLISHING (17 units)

Using computer software, such as Adobe Photoshop, Adobe InDesign, and Microsoft Word, desktop publishing specialists format and combine text, numerical data, photographs, charts, drawings, and other visual graphic elements to produce publication-ready material. Depending on the nature of the project, desktop publishing specialists may also write and edit text, create graphics to accompany text, convert photographs and drawings into digital graphics, manipulate the converted images, and design page layouts.

Required Courses: (16 units)

- CIS 36P, Microsoft PowerPoint (1)
- CIS 37A, Microsoft Word I (3)
- CIS 40, InDesign (3)
- CIS 60A, Photoshop I (3)
- CIS 64, Illustrator (3)
- OFTECH 5, English Skills for the Office (3) **or** OFTECH 5A, Grammar and Punctuation (1) **and**
- OFTECH 5B, Spelling and Vocabulary (1) **and** OFTECH 5C, Proofreading (1)

Select one unit from the following keyboarding courses:

- OFTECH 1, Keyboarding 1 (3)
- OFTECH 1A, Keyboarding 1A (1)
- OFTECH 1B, Keyboarding 1B (1)
- OFTECH 1C, Keyboarding 1C (1)
- OFTECH 9, Keyboarding Improvement (1,1,1)
- OFTECH 10, Skill Building on the Keyboard (3)

DEPARTMENT CERTIFICATE

At least 50% of the units required for Department Certificates must be completed at Santa Monica College.

Each course must be completed with a grade of C (2.0) or higher.

WEBSITE CREATOR (15 units)

This certificate provides students with the basic skills needed to create Web sites. Students will use Web authoring programs for Web page creation and site management. They will extend their skills of the development of Web sites through the use of XHTML, cascading style sheets, and client and server-side scripting. Focus will be on the creation of effective user interfaces and website designs principles using various state-of-the-art technologies for the Web. Upon completing this certificate, students will be ready to plan, build, promote, and maintain a professional Web site.

Required Courses: (15 units)

- CIS 50, Internet, HTML, and Web Design (3)
- CIS 51, Web Page Design Using XHTML and CSS (3)
- CIS 53, Microsoft Expression Web (3) **or** CIS 59A, Dreamweaver I (3)
- CIS 54, Web Page Development and Scripting (3)
- CIS 60A, Photoshop I (3)

Recommended Courses:

- CIS 58, Designing Accessible Websites (3)
- CIS 61, Fireworks (3)

DEPARTMENT CERTIFICATE

At least 50% of the units required for Department Certificates must be completed at Santa Monica College.

Each course must be completed with a grade of C (2.0) or higher.

WEBSITE DEVELOPMENT MANAGEMENT (16 units)

A certificate in Website Development Management aims to provide Computer Information Systems students with the knowledge needed to develop website projects in a real-world setting. Students learn how to develop websites while applying the skills needed to plan and budget resources in development projects from conceptual design to deployment.

Required Courses: (16 units)

- CIS 9A/CS 9A, Technology Project Management I (3)
- CIS 9B/CS 9B, Technology Project Management II (3)
- CIS 56, Multimedia for the Web (3)
- CIS 57, Web Site Management (3)
- CIS 62A, Flash I (3)
- CIS 88A, Independent Study (1)

DEPARTMENT CERTIFICATE

At least 50% of the units required for Department Certificates must be completed at Santa Monica College.

Each course must be completed with a grade of C (2.0) or higher.

WORD PROCESSING (15 units)

This certificate prepares students for both entry-level and advanced word processing positions in a variety of office settings. It also serves as a foundation for specialization in fields such as legal transcription and desktop publishing. The Word Processing Certificate includes courses in rapid and accurate keyboarding, document editing and formatting, and advanced word processing techniques. Additional courses include proofreading, basic computer concepts, Internet & e-mail skills, and electronic file management.

Required Courses: (12 units)

CIS 4, Introduction to Computers with Business Applications (3)
 CIS 37A, Microsoft Word I (3)
 CIS 37B, Microsoft Word II (3)
 OFTECH 5, English Skills for the Office (3) **or** OFTECH 5A, Grammar and Punctuation (1) **and**
 OFTECH 5B, Spelling and Vocabulary (1) **and** OFTECH 5C, Proofreading (1)

Select three units from the following keyboarding courses:

OFTECH 1, Keyboarding 1 (3)
 OFTECH 1A, Keyboarding 1A (1)
 OFTECH 1B, Keyboarding 1B (1)
 OFTECH 1C, Keyboarding 1C (1)
 OFTECH 9, Keyboarding Improvement (1,1,1)
 OFTECH 10, Skill Building on the Keyboard (3)