



A Course of Study for
COMPUTER INFORMATION SYSTEMS (AS)
Associate Degree,
Certificate of Achievement
&
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, organize meetings, manage financial records, and create presentations. Students focusing on Web applications attain the skills to professionally design, develop, and manage websites.

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.

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

ASSOCIATE DEGREE - 60 UNITS

The Associate degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher including the required units in the area of emphasis (articulated below), fulfillment of the Global Citizenship requirement, and fulfillment of all Santa Monica College general education requirements, CSU GE or IGETC.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

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

Each course in the area of emphasis (major) must be completed with a grade of C or higher.

COMPUTER BUSINESS APPLICATIONS (30 units)

The core of this certificate program provides advanced computer skills and business concepts that can be applied in nearly every industry. Students will learn to use Microsoft Office products, as well as other computer software applications, that can be applied in business situations to create, edit, format and publish documents, spreadsheets, presentations and databases.

Students can select from three specializations within the Computer Business Applications Certificate program:

- Social Media Specialist students will be introduced to the finer points of the most popular social media applications, including search engine optimization, HTML and Web design.
- Office Finance Specialist students will develop the skills necessary to handle basic accounting and bookkeeping procedures for small businesses.
- Microsoft Office Specialist students will develop additional expertise in each of the Microsoft Office applications. This specialization assists in preparation for the Microsoft Office Specialist (MOS) certification exams.

Program Learning Outcomes: Upon completion of the program in Computer Business Applications, students will be able to analyze different type of business information, use the Internet to support findings, and use software applications to produce various business reports and presentations used in industry of concentration area.

Required Courses: (21 units)

Business 1, Introduction to Business (3)
CIS 1, Computer Concepts with Applications (3)
CIS 4, Introduction to Computers Business Applications (3)
CIS 37, Microsoft Word (3)
CIS 39, MS Outlook - Comprehensive Course (3)
OFTECH 5, English Skills for the Office (3)

OFTECH 1, Keyboarding I (3)

or

OFTECH 10, Skill Building on the Keyboard (3)

Complete one of the following specialization tracks below based on your career interest: (9 units)

TRACK 1: Social Media Specialist

CIS 50, Internet, HTML and Web Design (3)
CIS 67, WordPress (3)
CIS 70, Social Media Applications (3)

TRACK 2: Office Finance Specialist

CIS 30, Microsoft Excel (3)
CIS 35, QuickBooks (3) *(formerly same as Accounting 35)*

Accounting 1, Introduction to Financial Accounting (5)

or

Accounting 21, Business Bookkeeping (3)

TRACK 3: Microsoft Office Specialist

CIS 30, Microsoft Excel (3)
CIS 32, Microsoft Access (3)
CIS 38, Microsoft PowerPoint (3)

Additional general education and graduation requirements for the Associate 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).

WEBSITE SOFTWARE SPECIALIST (31 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), as well as Web authoring applications such as Dreamweaver, Photoshop, and WordPress. 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.

Program Learning Outcomes: Upon completion of the program, students will learn a variety of Internet technologies and Web authoring tools for Website development and maintenance. They will have the necessary knowledge and skills for designing, developing, and managing websites.

Required Core Courses:

- CIS 1**, Computer Concepts with Applications (3)
- CIS 50**, Internet, HTML, and Web Design (3)
- CIS 51**, HTML5, CSS3, and Accessibility (3)
- CIS 54**, Web Development and Scripting (3)
- CIS 55**, Advanced Webpage Development and Scripting (3)
- CIS 57**, Website Planning and Production (3)
- CIS 59A**, Dreamweaver I (3)
- CIS 60A**, Photoshop I (3)
- CIS 67**, WordPress (3)
- CIS 70**, Social Media Applications (3)
- CIS 88A**, Independent Studies in CIS (1)

Additional general education and graduation requirements for the Associate 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

Catalog rights dictate that a student may satisfy the requirements for a certificate of achievement by completing the major/area of emphasis requirements in effect at any time during the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

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

Students must receive a grade of C or higher in each course to successfully complete the Certificates of Achievement.

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

COMPUTER BUSINESS APPLICATIONS (30 units)

A Certificate of Achievement is granted upon completion of the required courses listed under the Associate degree.

Students who successfully complete this Certificate of Achievement may elect to receive an Associate degree by satisfying additional general education requirements listed on the Associate degree.

WEBSITE SOFTWARE SPECIALIST (31 units)

A Certificate of Achievement is granted upon completion of the required courses listed under the Associate degree.

Students who successfully complete this Certificate of Achievement may elect to receive an Associate degree by satisfying additional general education requirements listed on the Associate degree.

DEPARTMENT CERTIFICATE

Catalog rights dictate that a student may satisfy the requirements of a certificate by completing the major/area of emphasis requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

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

Students must receive a grade of C or higher in each course to successfully complete the Department Certificate.

DIGITAL PUBLISHING (17 units)

The Digital Publishing certificate provides students with specific skills that make them job ready for the publishing industry, whether it is for printing or the web. Digital Publishing specialists use Adobe Photoshop, InDesign and Illustrator programs along with Microsoft Word to format and combine text, numeral data, photographs, charts, drawings, and other visual graphic elements to produce digital and/or printed publication-ready materials.

Program Learning Outcomes:

1. Given client data, students will utilize marketing research tools, apply creative techniques, choose and utilize appropriate software program(s) and analyze and solve graphic design and page layout problems to produce an effective publication.
2. Working as a member of a Digital Publishing team, demonstrate professional work habits, meet scheduled timeline milestones and deadlines, and communicate effectively via oral presentations and written documents.

Required Courses: (16 units)

- CIS 36P**, Microsoft PowerPoint (1)
- CIS 37**, Microsoft Word (3)
- CIS 40**, InDesign (3)
- CIS 60A**, Photoshop I (3)
- CIS 64**, Illustrator (3)
- OFTECH 5**, English Skills for the Office (3)

Select 3 units from the following:

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

WEBSITE CREATOR (15 units)

This certificate provides students with the basic skills needed to create Websites. Students will use Web authoring programs for Web page creation and site management. They will extend their skills in the development of Websites 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 Websites.

Required Courses:

- CIS 50**, Internet, HTML, and Web Design (3)
- CIS 51**, HTML5, CSS3, and Accessibility (3)
- CIS 54**, Web Development and Scripting (3)
- CIS 59A**, Dreamweaver I (3)
- CIS 60A**, Photoshop I (3)

WEBSITE DEVELOPMENT MANAGEMENT (13 units)

This program provides 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.

Program Learning Outcomes: Upon completion of the program, students will apply the principles of Project Management to plan schedules, manage cost and resources to lead website development projects to success. They will demonstrate their comprehensive knowledge of website development by creating and managing a portfolio of Web and Social Media projects.

Required Courses:

- CIS 9A**, Technology Project Management I (3) (*same as CS 9A*)
- CIS 9B**, Technology Project Management II (3) (*same as CS 9B*)
- CIS 56**, Web Media Production (3)
- CIS 57**, Website Planning and Production (3)
- CIS 88A**, Independent Studies in CIS (1)

WORD PROCESSING (12 units)

This program 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, advanced word processing techniques, English Skills for the Office and an overview of the Microsoft Office Suite.

Program Learning Outcomes: Upon completion of this program, when given a hard copy of a document with complex formatting, the student will be able to recreate the document in Microsoft Word and will create mail merge documents and templates.

Required Courses: (9 units)

- CIS 4**, Introduction to Computers Business Applications (3)
- CIS 37**, Microsoft Word (3)
- OFTECH 5**, English Skills for the Office (3)

Select 3 units from the following:

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