

**CSIT Courses, Certificates, and Degrees: Fall 2020 - Spring 2021**

<b>AS Degrees or Certificates of Achievement</b>	<b>Units</b>
Business Information Worker (BIW) .....	19
Business Productivity Software Applications .....	28
Internet and E-Commerce .....	22-23
Information Technology .....	25-26
Tech Support .....	23
Management Information Systems.....	30-31
Systems Administration .....	20
Cybersecurity.....	26









Less Technical





















More Technical

<b>Certificates of Proficiency</b>	<b>Units</b>
Certiport IC3 Digital Literacy .....	9
Business Productivity Software Applications Essentials .....	9
Certiport Microsoft Office .....	12
Emerging Technologies .....	9-10
CompTIA IT Core Essentials .....	10




Less Technical

More Technical

<b>Courses</b>	<b>Units</b>
 CSIT 101 Introduction to Computers (CSU) .....	3
 CSIT 110 Computer Applications (CSU/UC) .....	3
 CSIT 120 Fundamentals of Computer Information Systems (CSU/UC) .....	3
 CSIT 123 Introduction to Data Analytics (CSU/UC).....	3
 CSIT 125 Microsoft Word for Business (CSU) .....	3
 CSIT 128 Microsoft Excel for Business (CSU) .....	3
 CSIT 131 Microsoft Access for Business (CSU).....	3
 CSIT 134 Microsoft PowerPoint for Business (CSU).....	3

	CSIT 137 Google Apps for Business (CSU).....	3
	CSIT 146 E-Commerce and Web Presence (CSU).....	3
	CSIT 149 Microsoft Windows (CSU).....	3
	CSIT 155 Social Media for Business (CSU).....	3
	CSIT 160 Technology, the Individual, and Society (CSU/UC).....	3
	CSIT 165 Living in an Online Word (CSU/UC) .....	3
	CSIT 180 Fundamentals of Computer Hardware and Software (CSU).....	4
	CSIT 181 Fundamentals of Computer Networking (CSU) .....	3
	CSIT 182 Fundamentals of Computer Security (CSU) .....	3
	CSIT 183 Windows Server (CSU) .....	3
	CSIT 184 Linux Server(CSU).....	3
	CSIT 186 Cybersecurity: Analyst (CSU).....	3
	CSIT 188 Cybersecurity: Ethical Hacker (CSU) .....	3
	CSIT 191 Fundamentals of Cisco Networking (CSU) .....	3
	CSIT 195 IT Career Exploration and Portfolio Development (CSU).....	1
	CSIT 286 Professional Certification Preparation (CSU) .....	1
	CSIT 292 Internship Studies (CSU) .....	0.5-3
	CSIT 296 Topics in Computer Studies and Information Technology (CSU).....	1-3
	CSIT 298 Directed Study in Computer Studies and Information Technology (CSU) .....	1-3
	CSIT 299 Occupational Cooperative Work Experience (CSU) .....	1-3

#### Key

-  Less Technical
-  More Technical
-  Extensive Writing



UNIVERSITY  
OF  
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#### General Education

- MCC GE Plan A Area A2: CSIT 123
- MCC GE Plan A Area D: CSIT 160
- MCC GE Plan A Area E1: CSIT 110, 120, 137, 155
- MCC GE Plan A Area E2: CSIT 165
- CSU GE Plan B Area B4: CSIT 123
- CSU GE Plan B Area D: CSIT 160
- CSU GE Plan B Area E: CSIT 165
- UC GE Plan C Area 2A: CSIT 123
- UC GE Plan C Area 4: CSIT 160, 165

**AS Degree or Certificate of Achievement****Business Information Worker (BIW)**

This degree/certificate prepares individuals with business information related skills and techniques for entry-level jobs. Depending on which elective is chosen, certificate completion may help prepare individuals for the Microsoft Office Specialist (MOS) Word, Excel, Access, PowerPoint, QuickBooks Certified User (QBCU), and Certified Associate in Project Management (CAPM), professional certification exams, as well as the Business Information Worker (BIW) Pathway I, II, and Specialist Levels.

**Required courses:**

CSIT 101	Introduction to Computers	3
or CSIT 110	Computer Applications	
or CSIT 120	Fundamentals of Computer Information Systems	
CSIT 125	Microsoft Word for Business	3
CSIT 128	Microsoft Excel for Business	3
CSIT 149	Microsoft Windows	3
BUS 136	Human Relations in Business	3
or BUS 290	Business Communication	
or BUS 290H	Business Communication (Honors)	
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Select at least 3 elective units from the following courses:</b>		<b>3</b>
CSIT 131	Microsoft Access for Business	
CSIT 134	Microsoft PowerPoint for Business	
ACCT 148	Computer Accounting	
BUS 133	Project Management	
<b>Total Units:</b>		<b>19</b>

**AS Degree or Certificate of Achievement**
**Business Productivity Software Applications**

Individuals completing this degree/certificate will be prepared for the professional-level use of computers and business productivity software applications. Learning to use, integrate, and collaborate effectively with these powerful tools is essential for job preparation or advancing in current jobs in today's technology rich workplaces. Specific areas of emphasis include word processing, spreadsheets, database management, electronic presentations, digital imaging, Microsoft Windows, and Internet cloud-based applications. Depending on which electives are chosen, certificate completion may help individuals prepare for the Microsoft Office Specialist (MOS) Word, Excel, Access, PowerPoint, Certified Associate in Project Management (CAPM), and Adobe Certified Associate (ACA) Photoshop, Illustrator, and InDesign professional certification exams.

**Required courses:**

CSIT 125	Microsoft Word for Business	3
CSIT 128	Microsoft Excel for Business	3
CSIT 131	Microsoft Access for Business	3
CSIT 134	Microsoft PowerPoint for Business	3
CSIT 137	Google Apps for Business	3
CSIT 149	Microsoft Windows	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Select at least 9 elective units from the following courses:</b>		<b>9</b>
CSIT 101	Introduction to Computers	
CSIT 110	Computer Applications	
CSIT 155	Social Media for Business	
BUS 120	Introduction to Business	
BUS 133	Project Management	
BUS 290	Business Communication	
or BUS 290H	Business Communication Honors	
MAT 110	Digital Imaging 1: Adobe Photoshop	
MAT 125	Web Design 1: Fundamentals	
MAT 170	Digital Imaging 2: Adobe Illustrator	
MAT 180	Digital Publishing: Adobe InDesign	

**Total Units:**
**28**

**AS Degree and Certificate of Achievement**
**Internet and E-Commerce**

Individuals completing this degree/certificate will enhance their ability to explore, start, or advance their careers conducting business on the Internet. The degree emphasizes mastery of the technical aspects of e-commerce as well as setup and design considerations. Individuals are advised to complete CSIT 146 prior to selecting electives. Depending on which electives are chosen, certificate completion may help individuals prepare for the CompTIA A+ and Certified Associate in Project Management (CAPM) professional certification exams.

**Required courses:**

CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 146	E-Commerce and Web Presence	3
CSIT 155	Social Media for Business	3
MAT 125	Web Design 1: Fundamental	3
MAT 165	Web Design 2: Tools and Techniques	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Select courses from below for a minimum of 6 units</b>		<b>6-7</b>
CSIT 123	Introduction to Data Analytics	
CSIT 180	Fundamentals of Computer Hardware and Software	
BUS 130	Entrepreneurship and Small Business Management	
BUS 132	Marketing	
BUS 133	Project Management	
MAT 225	Web Design: PHP and WordPress	
MAT 235	Web Design 3: Site Design and Architecture	
<b>Total Units:</b>		<b>22-23</b>



## COMPUTER STUDIES

### AS Degree or Certificate of Achievement

#### Information Technology

Individuals completing this degree/certificate will gain a broad foundation in information technology (IT) theory and skills. Mastery of IT fundamentals across each of the Computer Studies Department's major areas of focus, such as business productivity software applications, data analytics, hardware, and networking is emphasized. Completing additional coursework (consult a Counselor) may result in a transfer pathway to a four-year degree in computer information technology or a variety of related majors. Depending on which courses are chosen, certificate completion may help individuals prepare for the Microsoft Office Specialist (MOS) Word, Excel, Access, PowerPoint, CompTIA A+, and Network+ professional certification exams.

#### Required courses:

CS 101	Introduction to Computer Science Principles	3
CSIT 101	Introduction to Computers	3
or CSIT 110	Computer Applications	
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 123	Introduction to Data Analytics	3
CSIT 125	Microsoft Word for Business	3
or CSIT 128	Microsoft Excel for Business	
or CSIT 131	Microsoft Access for Business	
or CSIT 134	Microsoft PowerPoint for Business	
or CSIT 137	Google Apps for Business	
or CSIT 149	Microsoft Windows	
CSIT 146	E-Commerce and Web Presence	3
or CSIT 155	Social Media for Business	
CSIT 160	Technology, the Individual, and Society	3
or CSIT 165	Living in an Online World	
CSIT 180	Fundamentals of Computer Hardware and Software	3-4
or CSIT 181	Fundamentals of Computer Networking	
or CSIT 191	Fundamentals of Cisco Networking	
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Total Units:</b>		25-26

**AS Degree or Certificate of Achievement**
**Tech Support**

This degree/certificate prepares individuals for employment and careers as computer desktop support specialists in a business environment. Individuals who complete the degree master skills in software and applications support, operating systems, local area networks, desktop support, and customer service and are able to answer, or escalate, calls and inquiries from end users. Related jobs include help desk technician, customer support representative, computer support specialist, and technical support representative. Certificate completion may help prepare individuals for the Microsoft Certified Desktop Support Technician (MCDST) and CompTIA A+, Network+, and Security+ professional certification exams.

**Required courses:**

CSIT 110	Computer Applications	3
CSIT 149	Microsoft Windows	3
CSIT 180	Fundamentals of Computer Hardware and Software	4
CSIT 181	Fundamentals of Computer Networking	3
or CSIT 191	Fundamentals of Cisco Networking	
CSIT 182	Fundamentals of Computer Security	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
BUS 136	Human Relations in Business	3
<b>Select at least 3 elective units from the following courses:</b>		<b>3</b>
CS 111	Introduction to Computer Science I: Java	
CSIT 137	Google Apps for Business	
CSIT 146	E-Commerce and Web Presence	
CSIT 155	Social Media for Business	
CS 101	Introduction to Computer Science Principles	
BUS 290	Business Communications	
or BUS 290H	Business Communications (Honors)	

**Total Units:** 23

**AS Degree or Certificate of Achievement**
**Management Information Systems**

Completion of this degree/certificate prepares individuals for careers in the management of information systems. Individuals will master how to plan, coordinate, and direct computer-related activities to determine and implement the information technology goals of an organization. Completing additional coursework (consult a Counselor) may result in a transfer pathway to a four-year degree in management information systems or a variety of related majors. Depending on which electives are chosen, certificate completion may help individuals prepare for the CompTIA A+ and Network+ professional certification exams.

**Required courses:**

ACCT 201	Financial Accounting	4
or ACCT 201H	Financial Accounting (Honors)	
ACCT 202	Managerial Accounting	4
or ACCT 202H	Managerial Accounting (Honors)	
BUS 140	Legal Environment of Business	3
or BUS 140H	Legal Environment of Business (Honors)	
BUS 290	Business Communications	3
or BUS 290H	Business Communications (Honors)	
CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 123	Introduction to Data Analytics	3
ECON 101	Principles of Economics: Macro	3
ECON 102	Principles of Economics: Micro	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Select courses from below for a minimum of 3 units:</b>		<b>3-4</b>
CS 101	Introduction to Computer Science Principles	
CSIT 160	Technology, the Individual, and Society	
CSIT 165	Living in an Online World	
CSIT 180	Fundamentals of Computer Hardware and Software	
CSIT 181	Fundamentals of Computer Networking	
CSIT 191	Fundamentals of Cisco Networking	

**Total Units:**
**30-31**





## COMPUTER STUDIES

### AS Degree or Certificate of Achievement

#### Systems Administration

This degree/certificate prepares individuals for careers and employment in computer networking, network administration, enterprise networking, and Internet or intranet administration. Individuals will be prepared for successful employment in networking related occupations such as network technician, systems administrator, field support technician, customer technical support representative, and technical support specialist roles. Certificate completion may help prepare individuals for the CompTIA A+, Network+, and Security+, Windows, and Linux professional certification exams.

#### Required courses:

CSIT 120	Fundamentals of Computer Information Systems	3
CSIT 180	Fundamentals of Computer Hardware and Software	4
CSIT 181	Fundamentals of Computer Networking	3
or CSIT 191	Fundamentals of Cisco Networking	
CSIT 182	Fundamentals of Computer Security	3
CSIT 183	Windows Server	3
CSIT 184	Linux Server	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Total Units:</b>		<b>20</b>



## COMPUTER STUDIES

### AS Degree or Certificate of Achievement

#### Cybersecurity

This degree/certificate is designed to meet the demand for cybersecurity professionals. Certificate completion results in mastery of fundamentals of computer hardware and software, networks, and security; ethical hacking; cyber analytics, and legal issues surrounding cybersecurity. Career and employment opportunities in cybersecurity include cybersecurity analyst, ethical hacker, forensics, cyber related law enforcement, and cyber technical support specialist roles. Certificate completion may help prepare individuals for Windows, CompTIA A+, Network+, Security+, Cybersecurity Analyst+ (CySA+), PenTest+, Linux Professional/Red Hat Certified System Administrator (RHCSA) professional certification exams, and other cyber-related certifications.

#### Required courses:

ADM 100	Introduction to the Administration of Justice	3
or ADM 100H	Introduction to the Administration of Justice (Honors)	
or CSIT 120	Fundamentals of Computer Information Systems	
CSIT 180	Fundamentals of Computer Hardware and Software	4
CSIT 181	Fundamentals of Computer Networking	3
or CSIT 191	Fundamentals of Cisco Networking	
CSIT 182	Fundamentals of Computer Security	3
CSIT 183	Windows Server	3
CSIT 184	Linux Server	3
CSIT 186	Cybersecurity: Analyst	3
CSIT 188	Cybersecurity: Ethical Hacker	3
CSIT 195	IT Career Exploration and Portfolio Development	1
or CSIT 286	Professional Certification Preparation	
or CSIT 292	Internship Studies	
or CSIT 299	Occupational Cooperative Work Experience	
<b>Total Units:</b>		<b>26</b>



## COMPUTER STUDIES

### Certificate of Proficiency

#### Certiport IC3 Digital Literacy

This certificate offers individuals and job seekers the foundation of knowledge, skills, and abilities necessary to be successful in a wide variety of careers that involve computers and the Internet. Core competencies include computing fundamentals, working in an Internet or networked environment, word processing, spreadsheet, and presentation applications skills and techniques. Certificate completion may help prepare individuals for the IC3 Digital Literacy Certification, with competencies covered mapping to the IC3 Global Standard 4, 5, Fast Track, and Spark professional certification exams.

#### Required courses:

CSIT 101	Introduction to Computers	3
CSIT 110	Computer Applications	3
CSIT 165	Living in an Online World	3
<b>Total Units:</b>		<b>9</b>



**Certificate of Proficiency**

**Business Productivity Software Applications Essentials**

This certificate offers individuals the opportunity to master basic business productivity software applications skills and techniques necessary for successful careers and employment in jobs in any industry. Coursework offers a foundation for working with applications necessary to perform essential baseline computer job functions proficiently. Depending on which electives are chosen, certificate completion may help individuals prepare for the Microsoft Office Specialist (MOS) Word, Excel, Access, and PowerPoint professional certification exams.

**Required courses:**

CSIT 110	Computer Applications	3
<b>Select at least 6 elective units from the following courses:</b>		<b>6</b>
CSIT 101	Introduction to Computers	
CSIT 125	Microsoft Word for Business	
CSIT 128	Microsoft Excel for Business	
CSIT 131	Microsoft Access for Business	
CSIT 134	Microsoft PowerPoint for Business	
CSIT 137	Google Apps for Business	
CSIT 149	Microsoft Windows	

**Total Units:** 9



**Certificate of Proficiency**

**Certiport Microsoft Office**

Completing this certificate will enhance employability in business settings where the use of Microsoft Office business productivity software applications are a vital job function. Each course in this certificate offers a comprehensive overview (core through expert level skills and techniques), starting with fundamentals and finishing with advanced features. In addition, certificate completion may help prepare individuals for the Microsoft Office Specialist (MOS) Word, Excel, Access, PowerPoint and Microsoft Office Master professional certification exams.

**Required courses:**

CSIT 125	Microsoft Word for Business	3
CSIT 128	Microsoft Excel for Business	3
CSIT 131	Microsoft Access for Business	3
CSIT 134	Microsoft PowerPoint for Business	3
<b>Total Units:</b>		<b>12</b>



## COMPUTER STUDIES

### Certificate of Proficiency

#### Emerging Technologies

This certificate offers individuals the opportunity to explore emerging technologies in information technology and is meant to enhance current or future employment and career opportunities. Emphasis is placed on the rapidly changing landscape of computers, information, and technology and understanding how trends in these areas may impact current and future society, business and industry. Depending on which courses are chosen, certificate completion may help individuals prepare for CompTIA A+ professional certification exam.

#### Required courses:

CSIT 123	Introduction to Data Analytics	3
or CSIT 137	Google Apps for Business	
CSIT 155	Social Media for Business	3-4
or CSIT 180	Fundamentals of Computer Hardware and Software	
CSIT 160	Technology, the Individual, and Society	3
or CSIT 165	Living in and Online World	
<b>Total Units:</b>		<b>9-10</b>



**Certificate of Proficiency**

**CompTIA IT Core Essentials**

This certificate offers individuals the opportunity to master skills and abilities necessary to meet the demand for CompTIA entry level professional certifications. Certificate completers will be prepared in fundamentals of computer hardware and software, networks, and security while obtaining foundational skills necessary to be successful in information communications essential to successful careers in retail sales of computers, handheld devices, networking services or cell phones, Help Desk and User Support. Certificate completion helps prepare individuals for CompTIA A+, Network+, and Security+ certification exams.

**Required courses:**

CSIT 180	Fundamentals of Computer Hardware and Software	4
CSIT 181	Fundamentals of Computer Networking	3
CSIT 182	Fundamentals of Computer Security	3
<b>Total Units:</b>		<b>10</b>