CIS: Microcomputer Applications A.A. Degree

FULL TIME

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2025-26

GE Pattern: local AA/AS

Total Units: 60

First Year

Semester 1
14 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUSTEC 126 Outlook: Basics **or**	1		
	CISA 126 Outlook: Basics	1		
Req	BUSTEC 300.1 Keyboarding/Applications: Beginning	1		
Req	CISA 305 Beginning Word Processing	2		
Req	CISC 310 Introduction to Computer Information Science	3		
Req	CISC 320 Operating Systems	1		
GE	ENGL C1000 Academic Reading and Writing **or**	3		L1A
	ENGL C1000H [H] Academic Reading and Writing - Honors	3		
GE	any Area L7A (Physical Education) course	1		L7A
GE	any Area L7B (Life Development Skills) course	2		L7B

Semester 2
14 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	BUSTEC 127 Outlook: Tools **or**	1		
	CISA 127 Outlook: Tools	1	BUSTEC 126 or CISA 126	
Req	CISA 315 Introduction to Electronic Spreadsheets	2		
Req	CISA 316 Intermediate Electronic Spreadsheets	2	CISA 315	
Req	CISA 320 Introduction to Database Management	1		
Req	CISC 306 Introduction to Web Page Creation	1		
RE	CISC 350 Introduction to Data Communications	1		

CAREER PATH

Career Options:

- Microsoft Office Suite Engineer
- office technology instructor
- information technology training specialist
- project manager
- human resources

Advising Notes:

- This degree can be completed using either the local AA/AS general education (GE) pattern or the Cal-G ETC transfer GE pattern. See a counselor to determine which pattern is best for you based on your academic goals.
- Students can substitute ESLW 340 for ENGL C1000/C1000H (formerly known as ENGWR 300/480).
- **Elective Courses:** any elective courses numbered 100-499, or having a 4-digit number starting with C.

Scheduling Notes:

- CISA 315 is offered during the 1st 8 weeks and CISA 316 is offered during the 2nd 8 weeks, so they can be taken in the same semester.
- CISA 306 and 322 is offered in the spring.

Other Notes:

- At the end of the third semester students qualify for the **CIS: Microcomputer Applications certificate**.

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
GE	any Area L4 (Social & Behavioral Sciences) course	3		L4
GE	any Area L5 (Natural Sciences) course	3		L5

Second Year

Semester 3   16 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	CISA 306 Intermediate Word Processing	2	CISA 305	
Req	CISA 322 Design and Development of Desktop Database Applications	3	CISA 320	
Req	CISA 330 Desktop Publishing	2		
Req	CISA 340 Presentation Graphics	2		
RE	CISC 351 Introduction to Local Area Networks	1		
GE	any Area L3 (Arts & Humanities) course	3		L3
GE	any Area L6 (Ethnic Studies) course	3		L6

Semester 4   16 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
RE	CISA 160 Project Management Techniques and Software	3		
Req	CISC 323 Linux Operating System	1		
RE	CISP 350 Database Programming	3		L2
Req	CISP 370 Beginning Visual Basic	4		
GE	any Area L1B (Oral Communication & Critical Thinking) course	3		L1B
Elec	any elective course	2		

[H] honors courses

EXPLANATION OF CATEGORIES		
Req	Required Core	A course that is required for this program
GE	General Education	A course that fulfills a specific general education requirement for a degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list

EXPLANATION OF CATEGORIES		
Elec	Degree Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree