DIVISION	Business & Information Technology	
DIVISION DEAN	Margaret Ortiz, M.A.	
FACULTY CHAIR	Roger Powell, M.S.	
	Business 200E	
	(909) 384-8910	
OTHER FACULTY	Maha Al-Husseini, M.A.	
	Mona Jackson, M.A.	
	Barbara Saxon, B.S.I.S.	
	Mary Lou Vasquez, B.A.	
DIVISION OFFICE	Business 101	
	(909) 384-8908	

The Computer Information Technology (CIT) Department provides a program of study for students who are preparing for employment in the field of computer management in business.

The CIT Department offers a complete introduction to computers and software, specific training in selected software packages, and advanced courses dealing with networks, specialized programming techniques, and management of computer facilities.

Core competencies emphasized by courses in this department:
- Read and retain information
- Write clearly
- Employ vocabulary of the subject studied
- Utilize technology to organize and present information
- Demonstrate working knowledge of basic computer function

CIT - COMPUTER INFORMATION TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Computer Information Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree. Completion of the Computer Business Applications Specialist certificate plus the following courses.

REQUIRED COURSES		UNITS
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets:Excel	3
CIT 116	Database Management: Access	3
CIT 120	Internet	2
CIT 150	Office Applications Development	3
CIT 215	Database Management System	3
CIT 232	Database Communication and Networks	3
TOTAL UNITS		23

CIT-MANAGEMENT INFORMATION SYSTEMS CERTIFICATE

The MIS Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with networks, and management of computer facilities.

REQUIRED COURSES		UNITS
CIT 101	Introduction to Computer Literacy	3
CIT 105	Windows	2
CIT 114	Spreadsheets: Excel	3

CIT 116	Database Management: Access	3
CIT 120	Internet	2
CIT 200	Business Programming Visual Basic	3
CIT 210	Systems Analysis and Design	3
CIT 215	Database Management System	3
CIT 232	Data Communications and Networks	3
CIT 031	Business English OR	3
ENGL 015	Preparation for College Writing OR	(4)
ENGL 101	Freshman Composition	(4)
Three units from the list of recommended courses		**3**
TOTAL UNITS		**31-32**

RECOMMENDED COURSES		UNITS
CIT 222	Independent Study in CIT	1-3
CIT 020	Word Processing - Microsoft Word	3

CIT-OFFICE TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Office Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units)

REQUIRED COURSES		UNITS
BUSAD 039	Strategies for Successful Employment	3
CIT 016	Advanced Keyboarding	3
CIT 020	Word Processing: MS Word	3
CIT 060	General Office Procedures	3
CIT 101	Introduction to Computer Literacy	3
CIT 105	Windows	2
CIT 114	Spreadsheets: Excel	3
TOTAL UNITS		**19**

CIT - OFFICE INFORMATION SYSTEM CERTIFICATE

OFFICE/CLERICAL CERTIFICATE

REQUIRED COURSES		UNITS
BUSAD 039	Strategies for Successful Employment	3
CIT 013	Intermediate Keyboarding	3
CIT 020	Word Processing: Microsoft Word	3
CIT 025	Outlook	2
CIT 031	Business English	3
CIT 033	Machine Calculators	3
CIT 060	General Office Procedures	3
CIT 100	Introduction to Personal Computers	3
CIT 114	Spreadsheet: Excel	3
CIT 118	Microsoft PowerPoint	3
CIT 120	Internet	2
CIT 198	CIT Work Experience	1-4
TOTAL UNITS		**32-35**

ADMINISTRATIVE ASSISTANT CERTIFICATE

Completion of Office/Clerical Certificate (31-34 units) plus the following:

REQUIRED COURSES		UNITS
Office/Clerical Certificate courses		31-34
CIT 016	Advanced Keyboarding	3
CIT 021	Advanced Word	3
CIT 116	Database Management Access	3
TOTAL UNITS		**40-43**

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

This certificate is designed to prepare students to take the Cisco Certified Network Associate certification examination. This course of study prepares students for enty-level employment in the computer networking field. The certificate is part of the Cisco Networking Academy program and all instruction is provided by Cisco Certified Academy instructors using Cisco certified curriculum. This is the first level of Cisco certification. This course of study is open to all students.

REQUIRED COURSES		UNITS
CIT 091	Networking Fundamentals, Semester One	3
CIT 092	Networking Fundamentals Basic Routing, Semester Two	3
CIT 093	Fundamentals of Lans, Local Area Networks, Semester Three	3
CIT 094	Fundamentals of Wans Wide Area Networks, Semester Four	3
TOTAL UNITS		**12**

CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE

This certificate is designed to prepare students to take the Cisco Certified Network Professional certification examination. The certificate is part of the Cisco Networking Academy program and all instruction is provided by Cisco Certified Academy Instructors using Cisco certified curriculum. This is the second level of Cisco certification.

Students must hold a current CCNA certification or have successfully completed CCNA networking at a registered Cisco Network Academy to take any courses in this certificate. Note that the courses can be taken in any order.

REQUIRED COURSES		UNITS
CIT 095	Advanced Routers, Semester Five	3
CIT 096	Remote Access, Semester Six	3
CIT 097	Lan Switching, Semester Seven	3
CIT 098	Network Troubleshooting, Semester Eight	3
TOTAL UNITS		**12**