

Microcomputer Systems Applications Program

Division of Business — Curriculum Code: 2007

Will Earn Upon Program Completion: Associate in Applied Science (A.A.S.) Degree

Why major in Microcomputer Systems Applications?

This program prepares students for job opportunities that involve computer word processing, use of spreadsheets and databases for business solutions, desktop publishing, and other applications. The program also introduces students to Internet Web page design. The major is designed for students who are seeking to gain entry into the labor market and also for those who wish to upgrade their professional knowledge for career advancement in the area of microcomputer applications.

If I major in Microcomputer Systems Applications, can I transfer to an upper-division college or university?

While this program is not designed for transfer purposes, New Jersey Institute of Technology will apply most of the courses you take in this program toward a B.S. in Engineering Technology. For specific guidelines regarding course sequence and requirements for transferability, consult your faculty advisor.

Are there any requirements I must satisfy before I start taking courses in my major?

Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

How long will it take for me to complete this degree?

If you do not need developmental course work and you register for an average of 17 credits each semester, you can complete the degree in two years. You may shorten the amount of time by taking courses in the summer sessions.

Where should I direct specific questions about this program?

Contact the Division at (973) 877-3222.

Upon completion of this program, graduates will be able to:

- ◆ Use the computer to carry out a variety of business tasks including mail merges, creating templates, and e-mailing;
- ◆ Create professional looking business documents including announcements, letters, indexes, tables of contents, online forms, newsletters, research papers, and reports;
- ◆ Select and apply software tools for business solutions;
- ◆ Customize major software packages commonly used in business;
- ◆ Plan, create, and manipulate databases for typical business needs using Microsoft Access;
- ◆ Use spreadsheet analysis packages such as Microsoft Excel;
- ◆ Use PowerPoint to create presentations, present slide shows, create a self-running show using animation effects, and distribute presentations to remote audiences;
- ◆ Use desktop publishing software to create effective marketing materials;
- ◆ Plan, create, and maintain static and dynamic Web pages;
- ◆ Perform simple hardware tasks;
- ◆ Provide support and training to other computer users; and
- ◆ Take the MOUS tests to be certified as a Microsoft Office User Specialist.

Microcomputer Systems Applications — A.A.S. Degree Program

<p>GENERAL EDUCATION REQUIREMENTS: (23 Credits)</p> <p>Communications (6 credits) ENG 101 College Composition I 3 ENG 102 College Composition II 3</p> <p>Social Science (6 credits) Select two courses from: ANT 101, 105; ECO 101, 102; POL 101, 104; PSY 101, 102, 219; SOC 101, 108 6</p> <p>Math (8 credits) MTH 100 Introductory College Math 4 MTH 127 Basic Calculus 4</p> <p>Humanities (3 credits) Select a History course from: HST 101, 102, 111, 112, 121, 122, 131, 132, 134, 135, 136, 137, 161 or 162 3</p> <p>MAJOR COURSE REQUIREMENTS: (30-32 credits)</p> <p>OCT 105 Microcomputer Keyboarding and Document Processing 3 CIS 135 Microcomputer Spreadsheets 3 CIS 136 Desktop Publishing 3 CIS 137 Microcomputer Databases 3 CIS 139 Introduction to Multimedia 3 CIS 212 Systems Analysis and Design 3 CIS 235 Adv. Microcomputer Spreadsheets 3 CIS 237 Adv. Microcomputer Databases 3</p> <p>Select 2 courses from the following: 6-8 CIS 105 Programming Concepts or CSC 100 Fund. of Computer Science CIS 111 Information Processing I CIS 114 Introduction to Visual Basic CIS 152 Internet Concepts CIS 153 Adv. Internet Concepts & Applications CEE 298 or 299 Cooperative Education I and II</p> <p>ADDITIONAL COURSE REQUIREMENTS: (7 credits)</p> <p>BUS 101 Business Organization & Mgt. 3 ACC 101 Principles of Accounting I 4</p> <p>Total Credits Required for Degree 60-62</p>	<p>RECOMMENDED SEQUENCE OF COURSES:*</p> <p>First Semester</p> <p>OCT 105 Microcomputer Keyboarding and Document Processing 3 CIS 135 Microcomputer Spreadsheets 3 CIS 139 Introduction to Multimedia 3 MTH 100 Introductory College Math 4 ENG 101 College Composition I 3</p> <p>Second Semester</p> <p>CIS 136 Desktop Publish. for IBM Compatibles 3 CIS 137 Microcomputer Databases 3 ENG 102 College Composition II or ENG 105 Technical Writing 3 MTH 127 Basic Calculus 4 Social Science requirement 3</p> <p>Third Semester</p> <p>CIS 235 Adv. Microcomputer Spreadsheets 3 CIS 237 Adv. Microcomputer Databases 3 BUS 101 Business Organization & Mgt. 3 ACC 101 Principles of Accounting I 4 Physical Education/Health requirement 2-3</p> <p>Fourth Semester</p> <p>CIS 212 Systems Analysis and Design 3 CIS or CEE electives 6-8 Social Science requirement 3 Humanities requirement 3</p>
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***NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.