



Computer Information Technology

PC Applications Specialist AAS Degree

This area of emphasis prepares you for an entry-level position and/or advancement in businesses that employ people in office occupations. Upon completion of the course work, you will have the needed skills to sit for the Microsoft Office Certification examinations.

Use this guide when planning your progress toward completion of the below requirements. In addition, students should meet with a faculty advisor for their area of emphasis each semester and take one to two CIS AAS degree requirements. Course semester offerings are subject to change.

Faculty Advisor(s):

Peggy Burrus | 303-914-6466 | peggy.burrus@rrcc.edu

Required Courses	Credits	Plan	Semesters Offered
BTE 100 Computer Keyboarding I	1	Semester 1	Fall, Spring
BTE 125 Records Management	3	Semester 1 or 2	Fall
BTE 166 Business Editing Skills	3	Semester 1 or 2	Spring
CIS 118 Introduction to PC Applications: MS Office	3	Semester 1	Fall, Spring, Summer
CIS 128 Windows Complete	3	Semester 2	Fall, Spring, Summer
CIS 140 Microsoft Outlook	1	Semester 2	Fall, Spring
CIS 135 Complete PC Word Processing: MS Word	3	Semester 2	Fall, Spring
CIS 145 Complete PC Database: MS Access	3	Semester 3 or 4	Fall, Spring
CIS 155 PC Spreadsheet Concepts: MS Excel	3	Semester 3	Fall, Spring
CIS 165 Complete Presentation Graphics: MS PowerPoint	3	Semester 4	Fall, Spring
CWB 110 Complete Web Authoring: HTML	3	Semester 4	Fall, Spring, Summer
Choose 3 credit hours from the following:	3		
CSC 119 Introduction to Programming: (C or Python) (3)		Semester 2,3 or 4	Fall, Spring, Summer
CNG 101 Networking Fundamentals (3)		Semester 2,3 or 4	Fall, Spring, Summer
CIS 280 Internship (3)		Semester 4	Fall, Spring, Summer
CNG 131 Principles of Information Assurance (3)		Semester 1	Fall, Spring, Summer
or faculty advisor-approved electives			
PC Applications Specialist AAS Degree Sub Total:	32		
Computer Information Systems AAS Degree Requirements:	28 - 29		
Total Credits:	60 - 61		

Enroll online at www.rrcc.edu. For a complete listing of CIS programs, please visit www.rrcc.edu/cis or call 303-914-6430 for more information.