

Computer Studies & Information Technology

The Computer Studies & Information Technology (CSIT) Department serves students with computer-related courses in basic skills, transfer, and career education.

Composed of curriculum focused in the areas of computing fundamentals, computer applications, information technology, and networking, CSIT provides students with theoretical and hands-on experience in using the power of computing to critically evaluate and solve business, network, and security problems. In addition, the department offers several general education courses covering social and ethical issues related to technology.

Career options available through certificate attainment, transfer, or bachelor's degree achievement include business office worker, business productivity software professional, Internet and e-commerce specialist, information technology analyst, management information systems analyst, computer desktop support and tech support technician, systems administrator, and cybersecurity professional. Certain courses provide preparatory training for various professional industry certifications, including Business Information Worker (BIW) Pathway I, II, and Specialist Levels, Microsoft Office Specialist (Expert Levels for Word, Excel, Access, PowerPoint), IC3, Microsoft Desktop Support Technician, Windows, CompTIA A+, Network+, Security+, Cyber Security Analyst+ (CySA+), PenTest+/EC Council Certified Ethical Hacker (CEH), and Linux Professional/Red Hat Certified System Administrator (RHCSA).

Academic and Career Pathway: Business and Technology

Contact Information

Chair: Steve Isachsen

Dean: Al Taccone

<https://www.miracosta.edu/academics/degree-and-certificate-programs/business-and-technology/computer-studies-and-information-technology/index.html>

Department: Computer Studies and Information Technology

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Full-Time Faculty

Steve Isachsen
Rick White

Associate Degrees

Associate in Science Degrees

Business and Information Worker (BIW)

Business Productivity Software Applications

Cybersecurity

Information Technology

Internet and E-Commerce

Management Information Systems (MIS)

Systems Administration

Tech Support

Students may earn one of the above-named associate degrees by completing its respective certificate of achievement requirements and the general education courses required for MiraCosta College's Associate in Science degree (see Associate Degrees). Students should meet with a MiraCosta counselor to identify required courses and to develop a written educational plan for the specific degree or certificate they wish to earn.

Certificates

Certificate of Achievement

Business Information Worker (BIW)

This 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to demonstrate business information related skills and techniques required of a business information worker.

| 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 | |
| Select at least 3 elective units from the following courses: | | 3 |
| CSIT 131 | Microsoft Access for Business | |
| CSIT 134 | Microsoft PowerPoint for Business | |
| ACCT 148 | QuickBooks | |
| BUS 133 | Project Management | |
| Total Units | | 19 |

Certificate of Achievement

Business Productivity Software Applications

Individuals completing this certificate are 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully use, integrate, and collaborate with a range of business productivity software applications to solve business problems.

| 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 | |
| Select at least 9 elective units from the following courses: | | 9 |
| CSIT 101 | Introduction to Computers | |
| CSIT 110 | Computer Applications | |
| CSIT 155 | Social Media for Business | |
| BUS 120 | Introduction to Business | |
| or BUS 120H | Introduction to Business (Honors) | |
| 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 Illustration 1: Adobe Illustrator | |
| MAT 180 | Digital Publishing: Adobe InDesign | |
| Total Units | | 28 |

Certificate of Achievement

Cybersecurity

This 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 +/EC Council Certified Ethical Hacker (CEH), and Linux Professional/Red Hat Certified System Administrator (RHCSA) professional certification exams, and other cyber-related certifications.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to demonstrate cybersecurity related skills and techniques required of a cybersecurity worker.

| 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 | |
| Total Units | | 26 |

Certificate of Achievement Information Technology

Individuals completing this certificate 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully articulate and demonstrate a wide range of fundamental information technology theory and skills.

| | | |
|-------------------|--|-----|
| 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 | |
| Total Units | | 25-26 |

Certificate of Achievement Internet and E-Commerce

Individuals completing this certificate enhance their ability to explore, start, or advance their careers conducting business on the Internet. The certificate 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully perform the tasks associated with analysis, creation, evaluation, and maintenance of conducting business and e-commerce on the Internet.

| | | |
|---------------------------|---|--------------|
| 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: Fundamentals | 3 |
| MAT 165 | Web Design 2: WordPress and Site Production | 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 | |
| Select two courses below: | | 6-7 |
| 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 3: Custom Sites and Professional Practices | |
| Total Units | | 22-23 |

Certificate of Achievement Management Information Systems (MIS)

Completion of this certificate prepares individuals for careers in the management of information systems. Individuals 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.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, the student will be able to demonstrate management of information systems related skills and techniques required of a management information systems worker.

| 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 Communication | 3 |
| or BUS 290H | Business Communication (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 | |
| Select courses from below for a minimum of 3 units: | | 3-4 |
| 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 |

Certificate of Achievement
Systems Administration

This 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.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, the student will be able to demonstrate systems administration related skills and techniques required of a systems administrator.

| 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 | |
| Total Units | | 20 |

Certificate of Achievement
Tech Support

Completing this certificate prepares individuals for employment and careers as computer desktop support specialists in a business environment. Individuals master skills in software and applications support, operating systems, local area networks, desktop support, and customer service while also being 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.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, the student will be able to demonstrate technical support related skills and techniques required of a tech support worker.

| 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 |
| or BUS 290 | Business Communication | |
| or BUS 290H | Business Communication (Honors) | |
| Select at least 3 elective units from the following courses: | | 3 |
| 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 | |
| CS 111 | Introduction to Computer Science I: Java | |
| BUS 290 | Business Communication * | |
| or BUS 290H | Business Communication (Honors) | |
| Total Units | | 23 |

*BUS 290/BUS 290H may be taken as an elective for Tech Support if not taken as part of the requirement.

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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully demonstrate basic business productivity software skills and techniques.

| | | |
|--|-----------------------------------|----------|
| Required courses: | | |
| CSIT 110 | Computer Applications | 3 |
| Select at least 6 elective units from the following courses: | | 6 |
| 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 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully demonstrate core computer competencies.

| | | |
|--------------------|---------------------------|----------|
| Required courses: | | |
| CSIT 101 | Introduction to Computers | 3 |
| CSIT 110 | Computer Applications | 3 |
| CSIT 165 | Living in an Online World | 3 |
| Total Units | | 9 |

Certificate of Proficiency

Certiport Microsoft Office

Completion of this certificate enhances 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully demonstrate Microsoft Office software skills and techniques.

| | | |
|--------------------|-----------------------------------|-----------|
| 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 |
| Total Units | | 12 |

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 are 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to demonstrate mastery of skills and abilities necessary for CompTIA entry level professional certifications.

| | | |
|--------------------|--|-----------|
| 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 |
| Total Units | | 10 |

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. The courses emphasize 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.

Program Student Learning Outcome Statement

- Upon completion of this program, the student will be able to successfully demonstrate how emerging technologies in information technology impact current and future business and industry.

| | | |
|--------------------|--|-------------|
| 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 an Online World | |
| Total Units | | 9-10 |

Courses

CSIT 101: Introduction to Computers

Units: 3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course is intended for students wishing to develop or strengthen their basic computer skills. Topics include basic computer techniques and literacy in computer concepts, Windows, working with files and folders, word processing, spreadsheets, browsing and searching the web, safe and ethical computer and Internet practices, email, computer maintenance, security, purchasing a computer, and academic online course management systems, such as Canvas.

CSIT 110: Computer Applications

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU, UC

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This course provides an in-depth, hands-on introduction to computer applications and fundamentals. Topics include computer concepts, the operating system, and word processing, spreadsheet, presentation, database, and Web browser applications. The course emphasizes applied computer applications skills and techniques, computer concepts and ethical considerations, and the use of computer applications as integrated tools to perform professional-level analyses. UC CREDIT LIMITATION: Credit for CSIT 110 or CSIT 120.

CSIT 120: Fundamentals of Computer Information Systems

Units: 3

Prerequisites: None

Advisory: CSIT 110.

Acceptable for Credit: CSU, UC

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This course covers the concepts of information systems in business, including the integration of information systems, organizational strategy, systems analysis, data storage, data processing, security, cloud computing, and communications. The course applies information system concepts by developing solutions to business problems using financial analysis and database management tools, such as Microsoft Excel and Access. UC CREDIT LIMITATION: Credit for CSIT 110 or CSIT 120. C-ID ITIS-120 and BUS-140.

CSIT 123: Introduction to Data Analytics

Units: 3

Prerequisites: MATH 28, MATH 30, or eligibility determined by the math placement process.

Advisory: CSIT 110, CSIT 120, or CSIT 128.

Acceptable for Credit: CSU, UC

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course introduces students to the field of data analytics and focuses on the application of quantitative reasoning skills to derive actionable information from various data sources to solve complex business and social problems. Students mine big data using data inference techniques formulated through the use of qualitative analysis and statistical applications. The course emphasizes visual analysis tools, such as the use of graphs, charts, and computerized spreadsheets. Students gain an understanding of the widespread use of data analytics and how this sophisticated technique that combines mathematical principles and technology affects their everyday lives.

CSIT 125: Microsoft Word for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

Students learn how to use Microsoft Word, the industry-standard tool for word processing in business environments. This comprehensive course includes fundamentals, such as document design, section breaks, table of contents, graphics, columns, citations, and tables, as well as more advanced features, such as document collaboration, workgroup tools, template customization, mail merge, macros, object linking, forms, security, and Web enabling. This course helps prepare students for the Microsoft Certification Exam.

CSIT 128: Microsoft Excel for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

Students learn how to use Microsoft Excel, the industry standard tool for spreadsheet and chart creation in a business environment. This comprehensive course includes fundamentals, such as workbook and worksheet design, formulas, functions, and charts, as well as more advanced features, such as pivot tables, what-if analysis, three-dimensional worksheets, goal seek, and collaboration tools. This course helps prepare students for the Microsoft Certification Exam.

CSIT 131: Microsoft Access for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

Students learn how to use Microsoft Access, the industry standard tool for database creation in a business environment. This comprehensive course includes fundamentals, such as relational database design theory, tables, queries, reports, and forms, as well as more advanced features, such as complex validation rules, action queries, report controls, form automation, database customization, and data integration tools. This course helps prepare students for the Microsoft Certification Exam.

CSIT 134: Microsoft PowerPoint for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

Students learn how to use Microsoft PowerPoint, the industry standard tool for creating electronic presentations in business environments. This comprehensive course includes fundamentals, such as electronic presentation design and delivery concepts, slide layout, graphics, diagrams, charts, and sound, as well as more advanced features, such as complex animation, transitions, action buttons, video, custom backgrounds, and collaboration tools. This course helps prepare students for the Microsoft Certification Exam.

CSIT 137: Google Apps for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

In this course, students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, Google Sites, and emerging trends in Google Apps. Students use the Internet to access their files and tools to manipulate and collaborate with the instructor and classmates.

CSIT 146: E-Commerce and Web Presence

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course teaches the principles and technologies involved in e-commerce and creating a Web presence for a small or medium-sized business (SMB). It addresses the needs of both online and traditional brick and mortar businesses and provides students with a basic working knowledge of how to sell products and services on the Web. It covers aspects of business and marketing planning, a survey of Web technologies, such as HTML, XHTML, HTML5 and CSS, use of digital media, building an online store, e-commerce security, electronic payment systems, international and legal issues, Search Engine Optimization (SEO), and current marketing trends. Students create a starter e-business Web site or improve an existing site that can be used for their business or to help them get a job in the field.

CSIT 149: Microsoft Windows

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course introduces students to the current Microsoft Windows operating system. Students learn how to install the operating system, create and manage user accounts, view system components and properties, install applications, switch between different application windows, manage files and folders, and customize the Windows environment. The course also covers networking, file and folder sharing, computer security, malware, and safe Internet use.

CSIT 155: Social Media for Business

Units: 3

Prerequisites: None

Advisory: CSIT 101.

Acceptable for Credit: CSU

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course explores social media use from a business perspective. Students learn how to develop a social media strategy to promote business, build stronger customer relations, target a broad base or niche audience, and develop effective marketing and advertising techniques that enhance Web presence and coordinate a common message across multiple channels. Students explore historical development as well as emerging trends in Web applications and services that facilitate creativity, collaboration, and information sharing among users and business.

CSIT 160: Technology, the Individual, and Society

Units: 3

Prerequisites: None

Advisory: ACE 150, ENGL 50, ESL 150, or eligibility determined by the English placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course critically examines the interrelationships among technology, the individual, and society. Students investigate the historical, political, and economic factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, the course explores principles, methodologies, and value systems from a technology and social science interdisciplinary perspective. UC CREDIT LIMITATION: Credit for CSIT 160 or CSIT 165.

CSIT 165: Living in an Online World

Units: 3

Prerequisites: None

Advisory: ACE 150, ENGL 50, ESL 150, or eligibility determined by the English placement process.

Acceptable for Credit: CSU, UC

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course considers human behavior in relation to the challenges and opportunities presented by an increasingly online society. It places special emphasis on critically evaluating and managing one's online presence within this environment in a healthy way throughout various life stages. Appropriate for both technical and non-technical majors, this course explores the psychological, sociological, and physiological consequences for individuals and societies that result from the global use of the Internet in everyday life. UC CREDIT LIMITATION: Credit for CSIT 160 or CSIT 165.

CSIT 180: Fundamentals of Computer Hardware and Software

Units: 4

Prerequisites: None

Advisory: CSIT 110.

Acceptable for Credit: CSU

Lecture 3.50 hours, laboratory 1.50 hours.

Course Typically Offered: Fall or Spring

This course provides students with fundamental knowledge covering PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware, network connectivity issues, installing and configuring operating systems, including Windows and Linux, Mac OS X, iOS, and Android operating system configurations, security, fundamentals of cloud computing, and operational procedures. This course helps prepare students for CompTIA A+ certification examinations. C-ID ITIS-110.

CSIT 181: Fundamentals of Computer Networking

Units: 3

Prerequisites: None

Advisory: CSIT 180.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Fall, Spring

This course presents an overview and introduction to computer networking components, network design, operations, management, protocols, and network operating systems. Students learn the layered functions of the Transmission Control Protocol (TCP)/Internet Protocol (IP) stack and how they relate to Internet architecture. Topics include TCP/IP addressing, subnetting, host and domain name resolution, routing considerations, and practical management of TCP/IP protocols and services. These concepts are applied in hands-on labs leveraging network servers, firewalls, clients, the Internet, virtualization, and networked applications. This course helps prepare students for the CompTIA Network+ certification exam. C-ID ITIS-150.

CSIT 182: Fundamentals of Computer Security

Units: 3

Prerequisites: None

Advisory: CSIT 181.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Fall, Spring

This course presents an overview and introduction to essential principles for network security and risk management. Students learn the core foundations of network security: confidentiality, integrity, and availability. Topics include threats, operating system hardening, security in context of applications, network, network perimeter, and physical spaces, access control methods, encryption, monitoring and auditing, and redundancy/disaster recovery. These concepts are applied in hands-on labs leveraging network servers, firewalls, clients, the Internet, virtualization, and networked applications. This course helps prepare students for the CompTIA Security+ certification exam. C-ID ITIS-160.

CSIT 183: Windows Server

Units: 3

Prerequisites: None

Advisory: CSIT 180.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Fall

This course provides students with an understanding of Microsoft Windows Server. It focuses on administrative tasks including routine and troubleshooting scenarios, such as data and system recovery, operating-system selection, installation, and configuration, active directory design and implementation, user management, group policy and organizational units, virtualization, remote access, network services, especially domain name system (DNS), and system security, monitoring, and optimization. Students develop skills and apply their knowledge through hands-on projects and case-study assignments. This course helps prepare students for network server certification exams, such as CompTIA Server+ and Microsoft Windows Installing and Configuring Windows Server and Administering Windows Server. C-ID ITIS-155.

CSIT 184: Linux Server

Units: 3

Prerequisites: None

Advisory: CSIT 180.

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Spring

This course provides students with an understanding of Linux operating systems with an emphasis on Linux Server operating systems. It focuses on the installation, configuration, management, and troubleshooting of Linux operating systems. Topics covered include administration of Linux systems, application servers, such as web, mail, ftp, and file/print servers, basic scripting, interworking services, such as TCP/IP and secure shell, as well as file sharing in hybrid environments using SAMBA with Windows, system performance and tuning, system security, package installation and removal, logging, scheduling, and Linux tools. This course helps prepare students for network server administration certification exams, such as CompTIA Server+ and Linux+ and Linux Professional Institute Certification Level 1 (LPIC-1) exams. C-ID ITIS-155.

CSIT 186: Cybersecurity: Analyst

Units: 3

Prerequisites: None

Advisory: CSIT 182

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Fall

This course applies the principles and technologies to prevent, detect, combat, and recover from cybersecurity threats including behavior analytics to improve and harden the overall state and posture of an IT Security environment. Building upon their knowledge of networks and cybersecurity, students are exposed to threat management, vulnerability management, cyber incident response, and security architectures. The tools and techniques used in this course are approached from a vendor-neutral perspective, as these are open source tools commonly found on the Internet used by attackers. This course helps prepare students for the CompTIA Cybersecurity Analyst+ (CySA+) certification exam.

CSIT 188: Cybersecurity: Ethical Hacker

Units: 3

Prerequisites: None

Advisory: CSIT 182

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Spring

This course teaches the principles and technologies involved with looking for weaknesses and vulnerabilities in target systems from a network security perspective including the five phases of penetration testing. Students are exposed to the same knowledge and tools as a malicious hacker and learn how to assess the security posture of target systems in a lawful and legitimate manner building upon their knowledge of networks and security. The tools and techniques used in this course are approached from a vendor-neutral perspective many times using open source tools commonly found on the Internet. This course helps prepare students for the CompTIA PenTest+ certification exam and other cybersecurity related exams. C-ID ITIS-164.

CSIT 191: Fundamentals of Cisco Networking

Units: 3

Prerequisites: None

Advisory: CSIT 180

Acceptable for Credit: CSU

Lecture 2 hours, laboratory 3 hours.

Course Typically Offered: Fall, Spring

This course provides an overview and introduction to Cisco networking components (routers and switches), network design, operations, management, protocols, and Ciscos Internetwork Operating System (IOS). Students learn how to cable and connect routers and switches and then use IOS to configure and manage the equipment. Topics include TCP/IP addressing, subnetting, packet routing, troubleshooting, and practical management of TCP/IP protocols and services as it pertains to Cisco networking equipment. These concepts are applied in hands on and virtualized labs and Cisco Packet Tracer simulation software. This course helps prepare students for the Cisco Certified Network Associate (CCNA) and CompTIA Network+ certification exams.

CSIT 195: IT Career Exploration and Portfolio Development

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Course Typically Offered: Spring

This course teaches students how to create a portfolio to professionally display their best work and to increase job opportunities. Topics include defining an audience, organizing and adapting a body of work, and formatting and creating a finished portfolio designed to reflect the student's vision and highlight the quality of his or her accomplishments. The course also explores effective career studies and services.

Note: Students should complete most courses within their chosen Computer Studies certificate program before enrolling in CSIT 195.

CSIT 286: Professional Certification Preparation

Units: 1

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Course Typically Offered: Fall or Spring

Attaining a professional certification can help employers further validate a student's MiraCosta degree, certificate, or course work. This course provides an overview of industry-based third-party professional certifications, credentials, and licenses specific to a student's discipline of study. Topics include goal setting, a survey of professional certifications relevant to the discipline, industry trends and certification value assessment, exam preparation and exam strategies, practice exams, resolving any skill deficiencies, and life-long learning. Under the instruction of a faculty-mentor, students reflect on their prior course work and career aspirations to produce and execute a plan that outlines the necessary steps to attain the professional certification of their choice. Although students are encouraged to do so, signing up for and/or passing a certification exam is not required to pass the course.

CSIT 292: Internship Studies

Units: 0.5-3

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Instructor, dept chair, and Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Course Typically Offered: To be arranged

This course provides students the opportunity to apply the theories and techniques of their discipline in an internship position in a professional setting under the instruction of a faculty-mentor and site supervisor. It introduces students to aspects of the roles and responsibilities of professionals employed in the field of study. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or intern at a new site upon each repetition. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.

CSIT 296: Topics in Computer Studies and Information Technology

Units: 1-3

Prerequisites: None

Acceptable for Credit: CSU

Lecture 1 hour.

Lecture 2 hours.

Lecture 3 hours.

Course Typically Offered: To be arranged

This course gives students an opportunity to study topics in Computer Studies and Information Technology that are not included in regular course offerings. Each Topics course is announced, described, and given its own title and 296 number designation in the class schedule.

CSIT 299: Occupational Cooperative Work Experience

Units: 1-4

Prerequisites: None

Corequisite: Complete 75 hrs paid or 60 hrs non-paid work per unit.

Enrollment Limitation: Career Center approval. May not enroll in any combination of cooperative work experience and/or internship studies concurrently.

Acceptable for Credit: CSU

Course Typically Offered: To be arranged

Cooperative Work Experience is intended for students who are employed in a job directly related to their major. It allows such students the opportunity to apply the theories and skills of their discipline to their position and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students may not earn more than 16 units in any combination of cooperative work experience (general or occupational) and/or internship studies during community college attendance.