

# Computer and Information Sciences

## Information Technology

### Certificates of Achievement

#### Network Administration

#### Cyber Security and Computer Forensics

#### Graphic Design and Digital Media

#### Web technology

#### PC Basic Skills

#### Microcomputer Software Specialist

### PC Basic Skills

Designed for individuals with no prior PC experience who desire an entry-level position in a computerized environment, or those re-entering the job market, or those who are currently employed and who are seeking a career change.

For those seeking to be fully functional and operational in the changing office environment.

Upon completion of this certificate students should be able to:

- Obtain positions as data entry clerks or test data technicians.
- Operate Windows and Graphical User Interface systems in small business environments.
- Operate Word, Excel and Access, and create simple documents and retrieve file data.
- Type up to 35 words per minute.

#### Required Courses

		Credits	
CIS	104	Data Entry	3
CIS	106	Introduction to Windows	1
*CIS	107	Information Technology Fundamentals and Applications	3
CIS	125	Microcomputer Software I	3
OA	101	Word Processing I	3
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\*Since this certificate is open to majors in all disciplines, students who are non-CIS majors may take CIS 101. However, IT and CS majors should take CIS 107.

### Microcomputer Software Specialist

Designed for individuals who are interested in Microsoft Office applications. This program can be taken either as a stand-alone certificate or as an addition to the standard A.A.S. Degree in Information Technology.

For those seeking to be fully functional and operational in any business environment where Microsoft Office is used. Meets the training needs of those entering the work force for the first time, or those re-entering the job market, or those who are currently employed and who are seeking a career change.

Upon completion of this certificate students should be able to:

- Create documents using Microsoft Word.
- Create spreadsheets, develop functions, and write macros using Microsoft Excel.
- Design databases using Microsoft Access.
- Create presentations using Microsoft PowerPoint.
- Utilize the integrated software package to link files, create reports, and queries.

#### Required Courses

		Credits	
CIS	106	Introduction to Windows	1
*CIS	107	Computer Fundamentals	3
CIS	108	Programming Fundamentals	3
CIS	125	Microcomputer Software I	3
CIS	126	Microcomputer Software II	3
CIS	127	Microcomputer Software III	3
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\*Since this certificate is open to majors in all disciplines, those who are non-majors may take CIS 101. However, CS and IT majors should take CIS 107.