

COMPUTER USER CERTIFICATE

18 Semester Credit Hours; Curriculum: 0125

This certificate is designed to develop an individual's basic computer skills and Internet knowledge to manage a computer system. This certificate can be completed in one semester.

Code	Title	Hours
Courses for a Certificate		
CIS 103	Computer Software and Concepts	4
CIS 116	Introduction to the MS-Windows Operating System	2
CIS 203	Managing Information Systems	3
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
CIS or CAB electives (except CIS 101, CAB 110)		4
Total Hours		18

Program Learning Outcomes

1. Understand the basic concepts and terminology related to computer technology.
2. Identify which software program should be used to produce a document electronically.
3. Apply the computer concepts and skills learned to solve business problems.

Computers User Certificate Pathway

The following Pathway is recommended for students pursuing the Computers User Certificate.

Course	Title	Hours
First Year		
Semester One		
CIS 103	Computer Software and Concepts	4
CIS 116	Introduction to the MS-Windows Operating System	2
CIS 203	Managing Information Systems	3
Hours		9
Semester Two		
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
Select four credit hours of CIS or CAB electives:		4
CAB 125	Word Processing Using Word	
CAB 130	Presentation Software Using PowerPoint	
CAB 225	Advanced Word Processing and Publishing	
CAB 235	Advanced Spreadsheets Using Excel	
CIS 118	Linux Operating System	
CIS 131	Web Page Development	
CIS 180	Introduction to Visual Basic .NET Programming	
or other CIS or CAB courses except CIS 101 and CAB 110		
Hours		9
Total Hours		18

Note: Pathway is a recommended sequence and selection of courses. This certificate can be completed in one semester. Full-time students should contact the program coordinator to discuss a full-time pathway as well as course prerequisites and recommendations.