

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	Computer Accounting	
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: Tools and Techniques	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: PHP and WordPress	

MAT 235	Web Design 3: UX and UI Design and Production
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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
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