INTRODUCTION TO COMPUTER INFORMATION TECHNOLOGY (CERTIFICATE E0712)

Business Division
Certificate M0818
The Introduction to Computer Information Technology certificate is designed to prepare students for careers that require the understanding and use of computer technology. The certificate offers a balanced set of classes that enables students to become proficient with business software such as Word, Excel and Access; implement security techniques to protect computer systems from malware, maintain a computer using utility programs, and create web sites. Emphasis is placed on developing formatted documents using spreadsheets to enter, calculate and graph data; using a database to store and retrieve data and to create forms, reports and queries; protecting a computer's hardware and software, and using HTML and web page editors to create and publish multimedia web sites. Students will demonstrate the ability to use software to solve business problems and create commercial web sites. Although the completion of this certificate may not qualify a student for a job in the computer industry, it would complement a degree such as business or engineering that requires computer skills.

Required Courses

Course Prefix	Course Name	Units
CISB 11	Computer Information Systems	3.5
CISB 15	Microcomputer Applications	3.5
CISS 11	Practical Computer Security	2
Total Units		**9**

CIS Program Website (http://www.mtsac.edu/cis/)

Guided Pathways of Study Suggested Course Sequence (https://www.mtsac.edu/guided-pathways/pathway-results.html?pthwyvar=E0712&desc=Introduction+to+Computer+Information+Technology%2C+Certificate+E0712)

Program Learning Outcomes
Upon successful completion of this program, a student will:

- Know the four primary operations of a computer and the hardware that performs these operations.
- Be able to define the following internet terms: Internet, World Wide Web, browser, IP address, URL.
- Be able to identify five ways to protect a computer from harmful attacks.

Review Student Learning Outcomes (SLOs) (http://www.mtsac.edu/instruction/outcomes/sloinfo.html) for this program.