PROGRAM OF STUDY

Basics of Computers Certificate in

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing the course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment.

Program Learning Outcomes:
Upon successful completion of this program the student will be able to:
operate commonly used computer hardware and office software
identify the categories of software by their purpose and provide examples of each category
plan, design, and write stand-alone computer programs
apply structured logic in analyzing and solving problems
develop a well-designed relational database
create a web document that contains hyperlinks, graphics, tables, and forms
demonstrate a breadth of knowledge of networking and its uses in the business environment

Required Courses		Units
IS15	Computer Concepts	3
IS26A	Database Concepts and Design	3
IS40A	Web Development with HTML	3
IS60	Operating Systems	3

Total Units	**12**

Effective Term: Fall 2018