



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Computer Information Systems Desktop Support Specialist Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description This certificate is designed to augment and validate current occupational skills by acquiring computer skills. Having the certificate will assist graduates in gaining employment in a variety of fields that use personal computers. Students learn to take control of their personal computer by gaining a working knowledge of a variety of software and hardware. Topics included in this certificate are introduction to business computing, intermediate to advanced software applications and PC hardware and software support. Some of the courses will assist students in achieving the A+ industry certification.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This certificate is awarded upon a student's completion of a minimum of **30 credits of Program Requirements and Electives** as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses as well as a minimum grade point average of 2.8 within the program requirements.

Students planning to continue on to a two-year ATA degree in CIS should plan ahead *while* working toward their CIS certificate. For a smooth transition from certificate to degree, students should see a CIS adviser at their earliest opportunity.

Students Are Advised To

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Check plans with the appropriate faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

More information about the CIS program is available on-line at <http://cis.edcc.edu> or call 425-640-1902.

Adviser The adviser for this certificate is Steve Higdon shigdon@edcc.edu 425-640-1777

College Resources

CIS Department	http://cis.edcc.edu
Home Page	http://www.edcc.edu
How to enroll	http://getstarted.edcc.edu
Bookstore	http://bookstore.edcc.edu
Advising Appointments	425-640-1458

Program Requirements (30 credits)

		Course	Cr	Trans	Grade
CIS	100	Intro to Business Computing OR	5	_____	_____
BSTEC	130	Computer Fundamentals	5	_____	_____
CIS	102	Intermediate Business Computing	5	_____	_____
CIS	125	Network Workstation	5	_____	_____
CIS	161	A+ Hardware Support I	5	_____	_____
CIS	162	PC Desktop Support	5	_____	_____
CIS	163	A+ Hardware Support II	5	_____	_____

_____ Adviser's Signature	_____ Date	_____ Dean's Signature	_____ Date
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PGM Code – 518C
Effective summer 2011

Rev 02/11

This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds Community College certificate or degree is ultimately the responsibility of the student.