

Computer Information Systems Software Applications Short-Term Certificate

Program Code

STC-CISX-SFTW

CIP

11.0101

Type

Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

The Software Applications Certificate is designed for students seeking instruction in various types of Microsoft software in preparation for the Microsoft Office Specialist exams. Instruction is designed for those seeking to be more employable in the job market or to enhance current computer skills. While the certificate focuses on Microsoft Office Specialist (MOS) objectives, vendor-sponsored testing is not a requirement for certificate completion. Certification credit will be considered on a case-by-case basis by the Dean of the Business/CIS Division.

This program is not eligible for Title IV funding (Pell Grant, SEOG, and Direct Student Loans).

Required Courses

Item #	Title	Credits
CIS 146	Computer Applications	3
CIS 197A	Microsoft Access	3
CIS 197E	Microsoft Excel Expert	3
CIS 197W	Microsoft Word Expert	3
Total Credits		12