INFORMATION TECHNOLOGY BASIC SKILLS CERTIFICATE

Information Technology Basic Skills – M709

CATALOG DESCRIPTION OF PROGRAM:

The Information Technology Basic Skills Certificate has been designed using existing courses from BCCC's Computer Information Systems degree in response to discussions with the external stakeholders. It is a stackable certificate that will allow students to continue pursuit of a degree in information technology.

COURSE	CURRENT SEQUENCE	CREDITS	PREREQUISITES	SEMESTER	GRADE
PRE 100	Preparation for Academic Achievement	1	None		
ENG 101	English Writing	3	ENG 82 or RENG 92		
BCAP 104	Introduction to Operating systems: DOS and Windows	3	None		
CISS 109	Principles of Computer Information Systems	3	Completion of all required dev. courses		
BCAP 270	Introduction to Help Desk	3	BCAP 104		
COP 200	Cooperative Education	3	2.0 GPA; Completion of 15 credits		
	PROGRAM TOTAL	**16**			

Advisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Pre-Requisites for Students in Developmental Courses

COURSE	CURRENT SEQUENCE	CREDITS	PREREQUISITES	SEMESTER	GRADE
RENG 90	Intensive Program Writing	4 hrs.	Placement Test		
RENG 91	Composition Skills I	4 hrs.	Placement Test or RENG 90		
RENG 92	Composition Skills II	4 hrs.	Placement Test or RENG 91		
MAT 80	Arithmetic	3 hrs.	Placement Test		
MAT 86/ **MAT 87M**	Integrated Pre-Algebra and Introductory Algebra —————————————— Integrated Elementary and Intermediate Algebra	5 hrs.	Placement Test or MAT 80 ————————— — Students who complete MAT 80 with an A or B within a one year period: Students who recently (within one year) failed and need to repeat MAT 91; students whose ACUPLACER placement score on Elementary Algebra falls within the range 52-62.		
MAT 91	Elementary Algebra	4 hrs.	Placement Test or MAT 80		
MAT 92	Intermediate Algebra	4 hrs.	Placement Test or MAT 91		