

CIT - MANAGEMENT INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT

The Management Information Systems Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with programming, Databases, and networks.

Code	Title	Units
Required Courses:		
CIT 031	Business English	3
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 215	Database Management Systems	3
CIT 232	Computer Network Fundamentals	3
CS 120	Introduction to Visual Basic.NET	4
CIT 021 or CIT 102	Word Processing: Comprehensive Microsoft Word Advanced Computer Literacy	3-4
Total Units		25-26

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

This is a Gainful Employment Program

Program Learning Outcomes

At the completion of this program, students will be able to:

- a. Solve a business need, discerning between authoritative and non-authoritative information sources, and the bias of the information source.
- b. Describe the Personal Computer (PC) system's hardware and software architecture.
- c. Use the PC operating system and features of common Office applications, such as a spreadsheet and database management system.
- d. Analyze a business Information Technology (IT) need, identify different components required to solve the problem, and create a solution that uses an appropriate combination of commercial software applications.
- e. Recognize computer and network security threats and common approaches to preventing security compromises.
- f. Use Structured Query Language (SQL) to retrieve the records required by a business report and the structure of a relational database.
- g. Outline computer network solutions to a business problem.
- h. Prepare written reports and documentation on a giving system.