Clovis Community College

2022-2023
Information Technician Support Certificate of Achievement
Complete the following program of study (Major #C.693F.CA). Major requirements (20 units minimum).

This core program provides students with the knowledge, training, and hands-on experience to pursue a career as an Information Technician Support and Help Desk professional. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamentals necessary to work as an IT Support or Help Desk professional in business, government, or education. These courses apply toward the Associate of Science degree in Information Systems.

Name: _____ **Student ID:** _____ **Date:** _____

Course Overview and Selection

Required Core Courses:

Course	Course Description	Units	Completed	In Progress	Planned
IS 13	Database Essentials	1.5			
IS 15	Computer Concepts	3			
IS 16	Word Processing	1.5			
IS 18	Spreadsheet Fundamentals	1.5			
IS 19V	Cooperative Work Experience, Information Systems	1			
IS 40A	Web Development with HTML, CSS, and JavaScript	3			
IS 61	Computer Building and Configuration	1.5			
IS 62	Computer & Communication Essentials Troubleshooting and Maintenance	4			
IS 63	Computer Networking Fundamentals	3			

Program Learning Outcomes:
1. Operate commonly used computer hardware and office software.
2. Identify the categories of software by their purpose and provide examples of each category.
3. Plan, design, and write stand-alone computer programs.
4. Apply structured logic in analyzing and solving problems.
5. Develop a well-designed relational database.
6. Create a web document that contains hyperlinks, graphics, tables, and forms.
7. Demonstrate a breadth of knowledge of networking and its uses in the business environment.

Comments:

Advisors: Nabors