COMPUTER INFORMATION TECHNOLOGY - COMPUTER SUPPORT SPECIALIST, CERTIFICATE OF ACHIEVEMENT (LEVEL III)

NMC Code 006

Students complete course work in business and computer operations leading to a certificate. This program is designed to provide students with the necessary skills to work as support specialist or computer technician. Students will have an opportunity to acquire skills using current operating systems, application software, and gain experience using Local Area Networks. Students will also learn troubleshooting methodologies and a basic understanding of computer and network security.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

PROGRAM NOTE

- Students selecting this certificate program need beginning keyboarding skills.

Requirements

Certificate Requirements

Course	Title	Credits
Complete the Microsoft Office™ Applications Specialist Certificate		**17**
Level III Certificate Requirements		
BUS 105 (https://catalog.nmc.edu/archives/2020-2021/search/?P=BUS%20105)	Business Math	3
BUS 231 (https://catalog.nmc.edu/archives/2020-2021/search/?P=BUS%20231)	Professional Communications	3
CIT 156 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20156)	CompTIA A+ Certification I	3
CIT 157 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20157)	CompTIA A+ Certification II	3
CIT 213 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20213)	Networking Technologies [1]	4
CIT 240 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20240)	Network Security Management [1]	3
CIT 243 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20243)	Cloud Technologies	3
CIT 292 (https://catalog.nmc.edu/archives/2020-2021/search/?P=CIT%20292)	Support Specialist Internship[3]	3
ENG 220 (https://catalog.nmc.edu/archives/2020-2021/search/?P=ENG%20220)	Technical Writing[4]	3
PHL 105 (https://catalog.nmc.edu/archives/2020-2021/search/?P=PHL%20105)	Critical Thinking	3
Any 3 credit CIT Elective course[2]		3
Total Credits		**51**

[1] Microsoft Technology Associate Certification Exam included.

[2] Students should see their advisor for recommendations before signing up for a course.

[3] Students planning to take the internship class require department approval and are required to have a GPA of 3.0 in their CIT classes. It is also recommended that students have 20 credits in CIT classes and an overall GPA of 2.0. While a 3.0 GPA in CIT classes is required for this internship, an alternative, campus-based internship opportunity is available for students who do not meet this requirement.

[4] This Course Requires ENG 111 (https://catalog.nmc.edu/archives/2020-2021/search/?P=ENG%20111) English Composition as a prerequisite.

Course Sequence Guide

Course	Title	Credits
Year 1		
Fall		
CIT 122A	Computer & Internet Basics I	1
CIT 119	Microsoft Office - Word	3
CIT 124	Microsoft Office - PowerPoint	2
CIT 210	Microsoft Office - Excel	3
BUS 155	Interpersonal Communications	3
	Credits	**12**

Spring

CIT 213	Networking Technologies [1]	4
CIT 156	CompTIA A+ Certification I	3
CIT 157	CompTIA A+ Certification II	3
MGT 251	Human Resources Management	3
	Credits	**13**

Year 2

Fall

BUS 231	Professional Communications	3
BUS 105	Business Math	3
Any 3-credit CIT Elective Course [2]		3
PHL 105	Critical Thinking	3
MKT 208	Digital Marketing	2
	Credits	**14**

Spring

CIT 240	Network Security Management [1]	3
CIT 243	Cloud Technologies	3
CIT 292	Support Specialist Internship [3]	3
ENG 220	Technical Writing [4]	3
	Credits	**12**
	Total Credits	**51**

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[4] This Course Requires ENG 111 English Composition as a prerequisite.