



**Program: Computer Information Systems
Applications Specialist Certificate**

Campus: Trinidad Main Campus (TMC), Trinidad Alamosa Campus (TAC)

Program Code: ###_####

CIP Code: ##.####



SMART PATH

First Semester

Course Code	Course Name	Credit Hours
BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
CIS 128	Operating Systems Using (OS)	3
	Total	9

Second Semester

Course Code	Course Name	Credit Hours
CIS 135	Complete Word Processing	3
CIS 145	Intro to Desktop Database	3
CIS 155	PC Spreadsheet Concepts	3
	Total	9

TOTAL: 18 credits

The Computer Information Systems Applications Specialist certificate program is an entry-level program preparing students to enter the workforce in as little as one semester. After completing the Computer Information Systems Applications Specialist certificate program, students will be able to apply their knowledge of software technology to a variety of industries in many different entry-level positions. Students will also be prepared to obtain Microsoft certifications on the software presented throughout the program. This program is required for those students who wish to complete the Database Specialist certificate program.