



Computer Information Technology

PC Applications Specialist Certificate

This area of emphasis prepares you for an entry-level position and/or advancement in businesses that employ people in office occupations. Upon completion of the course work, you will have the needed skills to sit for the Microsoft Office Certification examinations.

Use this guide when planning your progress toward completion of the below requirements. In addition, students should meet with a faculty advisor for their area of emphasis each semester. Course semester offerings are subject to change.

Faculty Advisor(s):

Peggy Burrus | 303-914-6466 | peggy.burrus@rrcc.edu

Required Courses		Credits	Plan	Semesters Offered
BTE 100	Computer Keyboarding I	1	Semester 1	Fall, Spring
BTE 125	Records Management	3	Semester 1 or 2	Fall
BTE 166	Business Editing Skills	3	Semester 1 or 2	Spring
CIS 118	Introduction to PC Applications: MS Office	3	Semester 1	Fall, Spring, Summer
CIS 128	Windows Complete	3	Semester 2	Fall, Spring, Summer
CIS 140	Microsoft Outlook	1	Semester 2	Fall, Spring
CIS 135	Complete PC Word Processing: MS Word	3	Semester 2	Fall, Spring
CIS 145	Complete PC Database: MS Access	3	Semester 3 or 4	Fall, Spring
CIS 155	PC Spreadsheet Concepts: MS Excel	3	Semester 2 or 3	Fall, Spring
CIS 165	Complete Presentation Graphics: MS PowerPoint	3	Semester 3 or 4	Fall, Spring
CWB 110	Complete Web Authoring: HTML	3	Semester 3 or 4	Fall, Spring, Summer
Choose 3 credit hours from the following:		3		
CSC 119	Introduction to Programming: (C or Python) (3)		Semester 2,3 or 4	Fall, Spring, Summer
CNG 101	Networking Fundamentals (3)		Semester 2,3 or 4	Fall, Spring, Summer
CIS 280	Internship (3)		Semester 4	Fall, Spring, Summer
CNG 131	Principles of Information Assurance (3)		Semester 1	Fall, Spring
or faculty advisor-approved electives				
Total Credits:		32		

Enroll online at www.rrcc.edu. For a complete listing of CIS programs, please visit www.rrcc.edu/cis or call 303-914-6430 for more information.