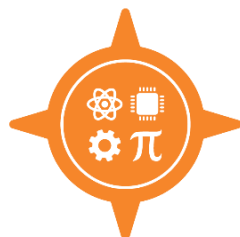# DALLAS COLLEGE

GUIDED PATHWAY: PERSONAL COMPUTER SPECIALIST CERTIFICATE

ENGINEERING, TECHNOLOGY, MATHEMATICS and SCIENCES CAREER PATH

For more information, visit the Dallas College Computer Information Technology webpage [www.dcccd.edu.cit] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing the Personal Computer Specialist Certificate. It does not represent a contract, nor does It guarantee course availability. Following this pathway will help you earn a Personal Computer Specialist Certificate. Courses from this certificate may apply to the related A.A.S. degree. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for official certificate requirements.

This certificate option is designed to provide in-depth training in suite package software, operating systems, hardware, networking, and Internet/web page development. The graduate will be qualified for a variety of entry-level positions in a PC-oriented environment. Courses that complete the Personal Computer Specialist, Help Desk/User Support Technician (HC), Technology Support (TC), and Personal Computer User (PC) Certificates are noted below. Also noted below are Skills Awards. The Personal Computer Technology and A+ Certification (A+) is offered ONLY at the Brookhaven Campus and the IT Support Specialist I Occupational Skills Award (SI) is offered only at the El Centro Campus. El Centro offers an additional skills award, the IT Support Specialist II Occupational Skills Award. Speak with your advisor for more information on course requirements.

Catalog Year	2020-2021 You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level II Certificate
GPA Requirement	Student must earn a GPA of 2.0 or higher
TSI	Must be Complete

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for official certificate requirements.

CERTIFICATE MINIMUM: 46 SEMESTER CREDIT HOURS

SEMESTER 1	Total Hours: 15

ITSW 1401 – Introduction to Word Processing *(Course also applies to HC, PC, SI)*
ENGL 1301 – Composition I *This is a Core course. Must earn a grade of "C" or higher.*
CHOOSE ONE: **ITSC 1401** – Introduction to Computers
    BCIS 1405 – Business Computer Applications ***OR***
    COSC 1301 – Introduction to Computing ***AND***
    TECHNICAL ELECTIVE* (one course) *(Either course also applies to TC, PC)*
CHOOSE ONE: **ITNW 1425** – Fundamentals of Networking Technologies ***OR***
    ITNW 1458 – Network + *(Either course also applies to TC)*

* Technical Elective must be selected from the following: IMED 1191, ITCC 1191, ITSC 1164, ITSC 1166, ITSC 1171, ITSC 1191, ITSE 1191, ITNW 1164, ITNW 1192, or ITSY 1191

> SEMESTER 1 ACTION ITEMS
> 1. Meet with your advisor to confirm academic and career goals before the end of the semester.
> 2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.

SEMESTER 2	Total Hours: 15

ITSC 1405 – Introduction to PC Operating Systems *(Course also applies to HC, TC, A+)*
ITSC 1425 – Personal Computer Hardware* *(Course also applies to HC, A+)*
ITSW 1404 – Introduction to Spreadsheets *(Course also applies to HC, PC, SI)*
CHOOSE ONE: **SPCH 1311** – Introduction to Speech Communication *This is a Core course.*

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SPCH 1315 – Public Speaking *This is a Core course.* **OR**
SPCH 1321 – Business and Professional Communication *This is a Core course.*
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* ITSC 1425 is listed as it will satisfy the requirements for all the certificates/awards listed and the A.A.S. in Personal Computer Support. For the Personal Computer Specialist (PC2) Certificate you can choose CPMT 1451 instead.

SEMESTER 2 ACTION ITEMS
1. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path and program of study.
2. Meet with an advisor to apply for the Personal Computer Technology and **A+** Certification (Brookhaven only).
3. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 3	Total Hours: 16

ITSW 1407 – Introduction to Database *(Course also applies to HC, PC)*
ITSW 1410 – Introduction to Presentation Graphics Software* *(Course also applies to PC, SI)*
ITSC 2439 – Personal Computer Help Desk Support *(Course also applies to HC)*
IMED 1416 – Web Design I** *(Course also applies to TC)*

* ITSW 1410 is listed as it will satisfy the requirements for all the certificates/awards listed and the A.A.S. in Personal Computer Support. For the Personal Computer Specialist Certificate, you can choose ITSC 1409 instead.

** IMED 1416 is listed as it will satisfy the requirements for all the certificates/awards listed and the A.A.S. in Personal Computer Support. For the Personal Computer Specialist Certificate, you can choose from ANY CPMT, GAME, IMED, INEW, ITCC, ITMT, ITNW, ITSC, ITSE, ITSW, or ITSY course.

SEMESTER 3 ACTION ITEMS
1. Meet with an advisor to apply for the Personal Computer Specialist Certificate, Help Desk/User Support Technician Certificate, Technology Support Certificate, Personal Computer User Certificate, and IT Support Specialist I Occupational Skills Award (OSA offered at El Centro only).

PATHWAY TOTAL: 46 SEMESTER CREDIT HOURS