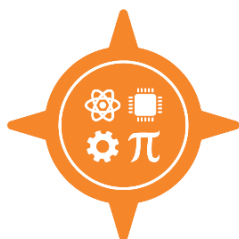


GUIDED PATHWAY: PERSONAL COMPUTER USER CERTIFICATE

ENGINEERING, TECHNOLOGY, MATHEMATICS and SCIENCES CAREER PATH



For more information, visit the [Dallas College Computer Information Technology webpage](http://www.dcccd.edu/cit) [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 User Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Personal Computer User 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 training for those wishing to have a basic understanding of word processing, spreadsheets, database, presentation graphics, and PC operating systems. The graduate will be qualified to use software applications at a level required for appropriate certification. Courses that complete the Personal Computer User Certificate are noted below. Also noted below are Skills Awards. The IT Support Specialist I Occupation Skills Award (SI) is offered *ONLY* at the El Centro Campus. El Centro offers an additional skills award, the IT Support Specialist II Occupation Skills Award. Speak with your advisor for more information on course requirements.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.

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

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: 20 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 12

[ITSW 1401](#) – Introduction to Word Processing (*Course also applies to SI*)

[ITSW 1404](#) – Introduction to Spreadsheets (*Course also applies to SI*)

CHOOSE ONE: [ITSC 1401](#) – Introduction to Computers
[BCIS 1405](#) – Business Computer Applications **OR**
[COSC 1301](#) – Introduction to Computing **AND**
TECHNICAL ELECTIVE* (one course)

* Technical Elective must be selected from the following: IMED 1191, ITCC 1191, ITSC 1171, ITSC 1191, ITSE 1191, 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: 8

[ITSW 1407](#) – Introduction to Database (*Course also applies to SI*)

CHOOSE ONE: [ITSW 1410](#) – Introduction to Presentation Graphics Software **OR**
[ITSC 1409](#) – Integrated Software Applications I

SEMESTER 2 ACTION ITEMS

1. Meet with an advisor to apply for the Personal Computer User Certificate, and IT Support Specialist I Occupational Skills Award (OSA offered at El Centro only).

PATHWAY TOTAL: 20 SEMESTER CREDIT HOURS