# Computer Science and Technologies Certificates

## Business Administrative Technology*

### Bookkeeping Office Assistant (16 hours)

Gain a knowledge of office and bookkeeping skills to apply professionally in an office assistant position.  Learn basic accounting and word processing along with spreadsheet applications.

### Customer Service (15 hours)

The Customer Service certificate is designed forthose employed (or who will be employed in a business or organization that provides products or services to customers. Comprehensive customer service strategy and practical techniques will be identified for providing good service. Courses will emphasize computer technology and business communication skills supportive of offices that specialize in business projects.

### Application Specialist (14 hours)

Enter the workforce with the skills needed for employment using Microsoft Office software (Word, Excel, Access, PowerPoint, and Outlook), with certification from Microsoft in three of the five applications. Courses are available in the classroom, online, or through the Computer Technology Center in open-entry/open-exit format.

### Office Assistant (16 hours)

Be job-ready in one semester of full time study!  The Office Assistant certificate program introduces computers, spreadsheet and word processing applications, keyboarding, and other office professional topics.

### Office Specialist (30 hours)

The Office Specialist certficate program provides the skills required for entry-level office profesional positions.

## Data Systems and Development*

### Database Foundations (20 hours)

Build an understanding of how modern database systems work, how to manage those systems, and how to develop database systems for applications and end-user interaction. The Database Foundations certficate is an excellent choice for those interested in working towards roles such as Database Administrator (DBA) or Server Application ("back-end") Developer.

### General Programming (13 hours)

Build foundational programming skills that can be applied to a myriad of potential employment roles.  The curriculum with this certificate teaches different programming languages and best-practice approaches to solving common programming problems.  It also provides preparation to enter versatile roles as a software developer.

### Web Development (15 hours)

Develop the skills and understanding necessary to build modern and performant web applications. Gain needed skills in HTML, CSS, and JavaScript along with experience using modern tool chains and web application frameworks to ensure meeting and exceeding the needs of modern web development teams. The Web Applications certificate is ideal for those seeking roles as "front-end" or "full-stack" web developers.

† Courses in this certificate may have prerequisites.

## Digital Media*

### 3D Computer Animation Software (12 hours)

Gain technical skills and proficiency in high-end 3D computer animation software used for fea-ture film, video, and commercial production, CAD/CAM, 3D gaming, and architectural design.

### 3D Software Development (12 hours)

Develop programming skills to work in three-dimensional graphics software and application environments in the field of computer graphics. This is an advanced-level certificate containing courses with extensive prerequisites.

## Network Administration and Support*

### Cisco Networking (15 hours)

Prepare for the Cisco Certified Network Associate (CCNA) exam. Learn to install, operate, and troubleshoot medium-size route and switched networks, including remote wireless network connections. Practice using protocols including IP, Ethernet, access control lists (ACLs), Enhanced Interior Gateway Routing Protocol (EIGRP), VLANs, and more.

### Computer Foundations (17 hours)

Cover the basics of Windows and Linux operating systems, PC repair, and basic networking. Successful completion will prepare a student for entry-level PC support positions.

### Linux Administration (9 hours)

Train for entry-level work in Linux network system administration.

### Microsoft Administration (10 hours)

Prepare for entry-level positions as a Microsoft network technician and administrator. Our Microsoft-approved curriculum prepares a student for the Microsoft Certified Professional exam leading to certification as a Microsoft Certified IT Professional Server Administrator.

* All certificate credits may be applied to the relevant AAS degree.

## business/computer science & technologies
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