

Name: _____ SID #: _____

CERTIFICATE MAJOR: IT COMPUTER RETAIL SALES AND SUPPORT
(Certificate of Achievement)

CERTIFICATE REQUIREMENTS		Units	Other Colleges	Fa/Sp/Su and Year	Grade Earned
BUSI 20	Introduction to Business (3)	3			
or BUSI 70	Business Communication (3)				
BUSI 64	Customer Service	3			
CSIS 1	Computer Information Systems	3			
CSIS 50	MS Office Applications	2			
CSIS 50L	MS Office Applications Lab	1			
CSIS 75	Intro./Computer Hdwr/A+ Prep	4			
WORK 96	Prof'l and Essential Skills (1)	1-2			
or WORK 99	Career-Focused- Work Exp. (1-2)				
TOTAL CERTIFICATE UNITS		17-18			

C

At least 12 units in the major in residence	
Completion of Major (Grade of "C" or better in each course)	

Counselor Signature: _____ Date: _____