# Computer Support Technician: Computer Software Specialist

Holland code family: Organizers

**Career Pathways Certificate**

www.roguecc.edu/Counseling/HollandCodes/test

## About the Program

The Computer Software Specialist Career Pathway Certificate is designed to give students a comprehensive knowledge of a variety of commonly used software programs. It generally can be completed in one to two terms. Students will learn industry standard word processing, spreadsheet and presentation programs, as well as gain a strong foundation in operating systems. Students will be prepared for careers where strong computer application skills and computer system navigation are required. This is not an aid-eligible program.

The Career Pathway Certificate is the first step towards the Computer Support Associate of Applied Science degree or Computer Support: Healthcare Informatics Associate of Applied Science degree option.

## Program Learning Outcome

The curriculum in RCC courses is derived from a set of identified learning outcomes that are relevant to the discipline. The program learning outcome for the Computer Support Technician: Computer Software Specialist Career Pathway Certificate is:

Uses standard business productivity software to support electronic projects.

## Entry Requirements

Students are required to complete the Placement Process to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill level as determined by the results of their placement assessment. In addition, students may also be required to enroll in classes that would increase their employability and success.

## Advanced Standing

Coursework from accredited universities will be accepted in accordance with college policies and the Computer Science Department chair's approval. In order to ensure that coursework is current, program courses over five years old must be reviewed and approved by the appropriate department chair before being accepted toward core requirements. Students in the high school College Now credit program must meet with the department chair to determine placement.

Credits earned in the successful completion of Career Pathways Certificates can be applied to other certificates and degrees in the Career Pathway. For more information, speak to a program advisor and review the roadmap at www.roguecc.edu/Programs/CareerPathways.

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**Computer Software Specialist — Career Pathways Certificate (16 credits)**
- Entry-level computer specialist [1]

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**Computer Support Technician: Health Care Informatics option — Associate of Applied Science (AAS) (90-93 credits)**
- Advanced-level computer specialist [1]
- Database manager [1]
- Computer programmer [1]

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**Computer Support Technician — Associate of Applied Science (AAS) (90-95 credits)**
- Advanced-level computer specialist [1]
- Database manager [1]
- Computer programmer [1]

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[1] For current wage and gainful employment data, see the Jobs & Wages box within the specific program roadmap at www.roguecc.edu/CareerPathways/
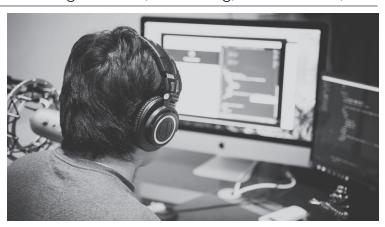
## Completion Requirements

Students completing the required credits in this program with a grade of "C" or better will receive a Career Pathways Certificate in Computer Software Specialist. Certain prerequisite and required courses are graded on a pass/no pass basis only. A grade of "P" for these courses indicates a student earned the equivalent of a "C" or better grade.

## What skills will you learn?

Visit http://go.roguecc.edu/department/program-learning-outcomes.

## What are the employment opportunities?

Visit http://www.roguecc.edu/GainfulEmployment.

## Prerequisites

| Course No. | Course Title | Credit |
|---|---|---|
| CS120 | Concepts in Computing I or documented computer proficiency [1] | 0-4 |
| MTH65 | Fundamentals of Algebra II, BT160 Business Math or designated placement test score | 0-4 |
| RD90/WR90 | College Reading/Fundamentals of Composition or WR91 Fundamentals of Academic Literacy (WR91 substitutes for both RD90 and WR90) or designated placement test score | 0-8 |
| **Total Prerequisite Credits** | | **0-16** |

## Required Courses

| Course No. | Course Title | Credit |
|---|---|---|
| CS125DB | Database Management Systems (Access) | 3 |
| CS125SS | Spreadsheet Applications (Excel) | 4 |
| CS125PPT | Effective Presentations (PowerPoint) | 2 |
| CS125WW | Word Processing Applications (Word) | 3 |
| CS140 | Introduction to Operating Systems | 4 |
| **TOTAL PROGRAM CREDITS** | | **16** |

[1] Successful completion of CS120, or otherwise meeting the proficiency requirement within the last 10 years, fulfills this requirement. Contact a computer science advisor to help determine placement.

For more information contact the Computer Science Department:

Grants Pass or Medford. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 541-956-7213
Medford . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 541-245-7527
Toll free in Oregon . . . . . . . . . . . . . . . . . . . . . . . . . . . . 800-411-6508, Ext. 7213 or Ext. 7527
email . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . cs@roguecc.edu
Web address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . www.roguecc.edu/cs
TTY . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Oregon Telecom Relay Service, 711

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.



**RCC**
Rogue Community College