

# SOFTWARE SUPPORT, CAREER PATHWAY CERTIFICATE OF COMPLETION

The Career Pathway Certificate of Completion: Software Support is intended to prepare the student for the industry examination in software applications. This 16-credit certification is an intensive program emphasizing the hands-on use of common business applications. Students completing this certificate will have gained the knowledge and ability to successfully pass industry standard certification examinations. As a stand-alone certificate, this can be used for professional development toward job advancement. This certificate enhances the ability of the student to work efficiently in an office environment and provide support for colleagues. Students completing this certification will be prepared to seek entry-level employment in occupations such as software applications specialist and software training and support specialist.

Click here (<https://www.socc.edu/pathways/roadmapsaz/152-administrative-office-professional>) to learn how this Career Pathway Certificate leads to an AAS Administrative Office Professional (AOP).

## Graduation Requirements

Students must complete a minimum of 16 credit hours with a minimum Grade Point Average (GPA) of 2.0 or better. All courses in this program must be passed with a grade of 'C' or better. One course must be completed at Southwestern before the Career Pathway Certificate of Completion: Software Support is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## Pre-Program Courses

Students are required to take the following courses *prior to* the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS120	Concepts of Computing	4

## Program Guide

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
CIS125W	Word Processing Applications	3
	Credits	3
<b>Winter</b>		
CIS125DB	Database Applications	3
CIS125S	Spreadsheet Applications	3
	Credits	6
<b>Spring</b>		
CIS135W	Advanced Word Processing	3

CIS235	Integrated Computer Projects	4
	Credits	7
	Total Credits	16

## Program Student Learning Outcomes

Upon successful completion of this program the student will be able to:

- Demonstrate skills in the use of common business application software.

## Program Notes

Some CS/CIS courses may be offered only online.

Students who want to complete this certificate in addition to the AAS AOP will need to complete CIS125DB Database Applications as a specific elective as it is not a degree requirement in the AAS AOP.