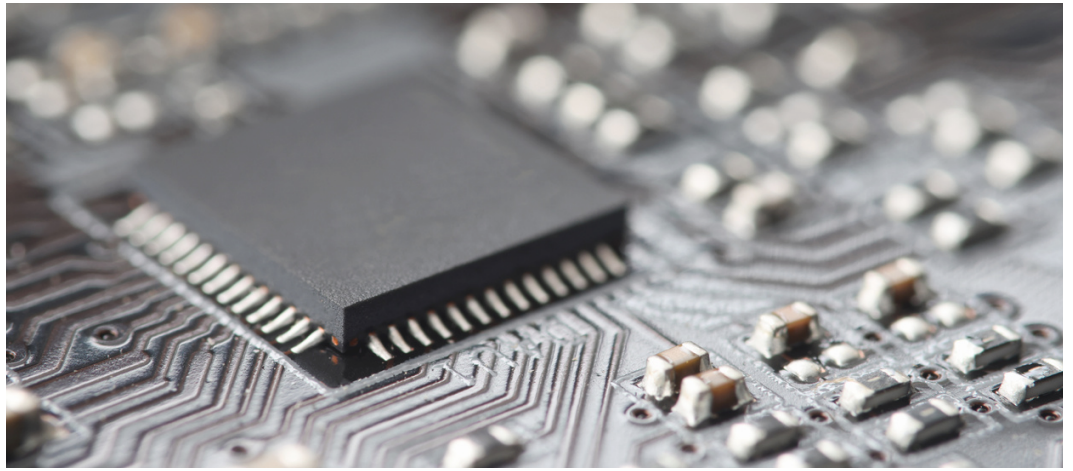




C.

Certificate Degree  
(One-year program)



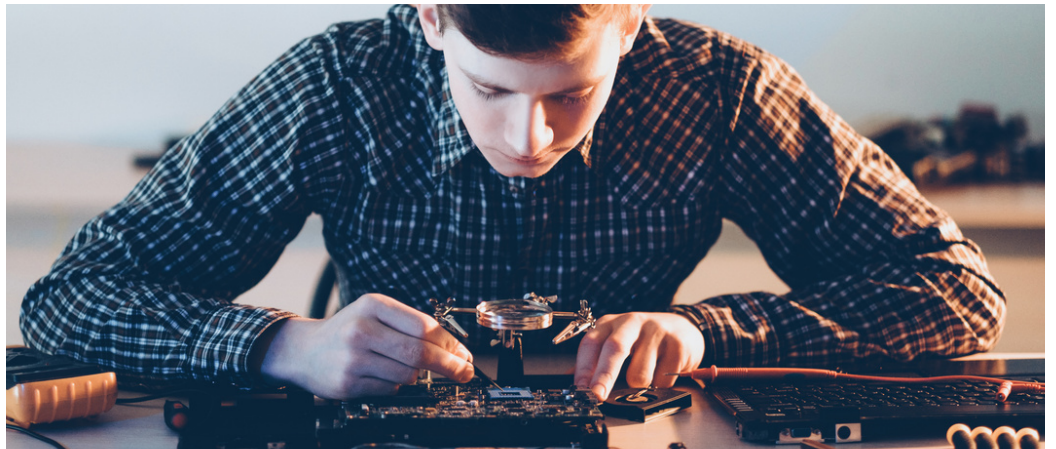
## **PC MAINTENANCE ASSISTANT**

### *Why PC Maintenance Assistant?*

This one-year (27(28) credit) certificate program is designed to provide students with skills for employment in entry-level help desk support positions.

### *Upon completion of this program, graduates will be able to:*

- Install, upgrade, and configure software and hardware
- Assist with business applications and basic web page design
- Provide preventive maintenance, component installations, and repair services. Troubleshoot hardware and software problems
- Understand ethical responsibilities linked to software licensing and maintenance issues



START HERE — *Go Anywhere*



# PC MAINTENANCE ASSISTANT

## Degree Requirements

Program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check Course Descriptions to determine pre-requisites, and should consult their advisor regarding the order in which to take courses.

### Fall Semester: 13 Credits

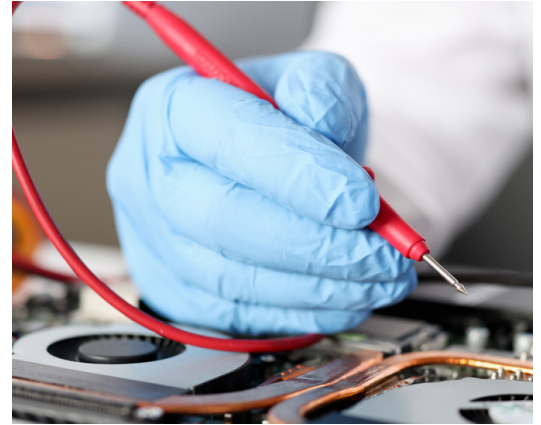
CAPP 131 Basic MS Office 3

M 108 Business Math 3

NTS Intro to Networking 4

CSCI 107 Joy & Beauty of Computing:  
Python Programming 3

COLS 111 Career Development & Interpersonal Skills 3 -OR-  
COMX 100-Level COMX Course 2(3)



### Spring Semester: 13 Credits

CAPP 151 MS Office 3

ITS 280 Computer Repair and Maintenance 4

GDSN 145 Intro to Web Design 3

WRIT 100-Level WRIT Course 3



**TOTAL CREDITS**

**27(29)**

