



21250 Stevens Creek Blvd.
Cupertino, CA 95014
408-864-5678
www.deanza.edu

Academic Year
2022 - 2023

Noncredit Computer Information Systems

Business, Computer Sciences and
Applied Technologies Division
Bldg. L1, Room L14
408-864-8797

Find your counselor at
deanza.edu/our-counselors

Please visit your counselor to apply for certificates or degrees and for academic planning assistance.

Noncredit Certificate Requirements

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

- Completion of all major courses with a C grade, passing grade or satisfactory progress.

Note: Each course must be completed at De Anza College.

Business Software Applications

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

Students pursuing the Business Software Applications Certificate of Completion will receive hands-on experience with the fundamentals of popular computer applications that are required by most business offices. The courses provide students with the knowledge and skills necessary to enter or advance in professions such as administrative assistant, technical assistant, administrative professional, administrative services coordinator, office clerk, executive assistant or operations and support assistant. Administrative assistants perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. (Noncredit courses are tuition-free but students are required to purchase course materials.)

Program Learning Outcomes: Upon completion, students will be able to

- Create complex business documents using word processing, spreadsheets and database
- Design brochures and graphics with Photoshop
- Microsoft Windows setup and file management
- Optimize workflow with cloud file sharing
- Protect computers for malware, scams and exploitation
- Identify and stop security vulnerabilities

1. Meet the requirements for this certificate level.
2. Complete the following.

CIS 308	Personal Computer Security Basics	66 hours
CIS 398	Digital Image Editing Software (Photoshop)	66 hours
CIS 399	Office Software Applications	66 hours
	Total Hours Required	198

Information Technology Technical Support Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

Students earning the Information Technology Technical Support Certificate are able to apply fundamental concepts of IT support including networking, operating systems, system administration, troubleshooting and customer service, IT automation, and network security. Students upon completing this program are prepared to fill entry-level positions in IT support or continue their education in the field of technology. This program also prepares the student for the CompTIA A+ exams. Students earning this certificate will also earn Google IT Support Professional Certificate.

Program Learning Outcomes: Upon completion, students will be able to

- Perform IT support tasks including computer assembly, setting up wireless networking, installing programs
- Configure permissions and file systems, and provide for security on systems using Linux system, Windows system and Domain Name Systems
- Interact with users to diagnose and debug and where needed develop appropriate documentation to support the user

1. Meet the requirements for this certificate level.
2. Complete the following.

CIS 369A	Technical Support Fundamentals	66 hours
CIS 369B	The Bits and Bytes of Computer Networking	66 hours
CIS 369C	Operating Systems and You: Becoming a Power User	66 hours
CIS 369D	System Administration and IT Infrastructure Services	66 hours
CIS 369E	IT Security: Defense Against the Digital Dark Ages	66 hours
	Total Hours Required	330

Introduction to Computer Science

Certificate of Completion

Noncredit Certificates are awarded by departments and are not notated on official college transcripts. Contact the department directly for assistance and to apply.

The Certificate of Completion in Introduction to Computer Science sequence prepares students to be academically successful in the coursework to enter a career in software engineering, computer science, data science or related fields. Student will learn to execute basic commands in Unix/Linux and to apply basic constructs to coding.

Program Learning Outcomes: Upon completion, students will be able to

- Use the Unix/Linux Operating System utilities and shell features for basic file manipulation, networking, and communication
- Design, code, document, analyze, debug, and test introductory level Python programs

1. Meet the requirements for this certificate level.
2. Complete the following.

CIS 318A	Introduction to Unix/Linux	66 hours
CIS 340	Introduction to Programming in Python	66 hours
	Total Hours Required	132