

Palo Verde College

Program Outline Report

Program Basics

Program Title:	Computer Applications Certificate of Career Preparation
Program Status:	Active from 2025-2026 Fall (2025FA)
Department:	Computer Information Systems
Award Type:	Certificate of Career Preparation (Credit)
Program/Catalog Description	The Computer Applications Certificate of Career Preparation is designed to teach students the necessary software, skills, and tools utilized in today's professional computing environments. Students will learn how to effectively and efficiently utilize the most up-to-date Microsoft Office software (Access, Excel, PowerPoint, & Word), how to program webpages using HTML programming language, desktop publishing using powerful tools such as Adobe Illustrator and InDesign, as well as specializing the certificate through choosing 3 units of specialized study from the CIS program offerings. Students completing this certificate will be ready for entry level jobs in graphic design, desktop publishing, website development, website maintenance, professional office applications, word processing, data entry and information processing, and data management. This degree requires 15 units (12 units from required courses & 3 units from restricted electives).
Control Number:	No value
Credential ID:	No value
Transferability:	No value
(SP01) Program TOP Code:	0702.10
(SP01) Program TOP Code:	Software Applications
(SP02) Student Program Award:	Certificate requiring 6 to fewer than 18 semester units (not approved by Chancellor's Office)
Maximum Credits:	15
Minimum Credits:	15
Curriculum Committee Approval Date:	10/10/2024
Board of Trustees Approval Date:	11/12/2024
External Review Approval Date:	11/12/2024

Proposal Details

Proposal Start:	2025-2026 Fall (2025FA)
What changes have been made to the program:	This program previously required two courses that were mainly offered through Correspondence to incarcerated students. These courses are no longer allowed to be offered at the CDCR locations. These courses were used during the onset of the Covid Pandemic and now do not have a continued and sustained enrollment. Programs are now being sequenced with courses that are offered each year, allowing students to complete the certificate in a two year timeline. 5. Changes to "Computer Applications Certificate of Career Preparation": - Remove CIS 102 from the required courses for this certificate - Remove CIS 248 from the required courses for this certificate - Move CIS 130 from the Electives portion of this certificate to the Required courses of this certificate

Program Justification:

No value

Submission Rationale

- Improvement to Program of Study

Program Requirements

Computer Applications Certificate of Career Preparation (Total 15)

Complete all of the following

Required Core Courses- 12 units (Total 12)

Complete the following number of credits: 12

CIS101 - Introduction to Computers and Information Systems	3
CIS123 - Web Page Design Using HTML	3
CIS130 - Introduction to 3D Computer Animation	3
CIS260 - Desktop Publishing	3

Computer Information Systems Electives – Choose a minimum of 3 units from the list below (Total 3)

Complete the following number of credits: 3

CIS124 - Web Page Design Tools	3
CIS131 - Animation Principles and Production I	3
CIS132 - Animation Principles and Production II	3
CIS133 - Advanced 3D Computer Animation	3
CIS265 - Adobe Photoshop	3

Recommended Sequences

No value

Program Outcomes

Computer Applications Certificate of Career Preparation

PSLO

Performance

Acquire and validate resources to solve technical problems; use information resources to gather discipline specific information or materials. 70

Students will demonstrate understanding of the basics of computers and applications, including web page design and desktop publishing. 70

Program Narrative

Narrative Item 1. Program Goals and Objectives

The goal of this program is to prepare students with knowledge in a wide area of software applications. The certificate programs in CIS have been latticed and stacked so that students will earn multiple certificates while working toward their AS in CIS degree.

Narrative Item 2. Catalog Description

The Computer Applications Certificate of Career Preparation is designed to teach students the necessary software, skills, and tools utilized in today's professional computing environments. Students will learn how to effectively and efficiently utilize the most up-to-date Microsoft Office software (Access, Excel, PowerPoint, & Word), how to program webpages using HTML programming language, desktop publishing using powerful tools such as Adobe Illustrator and InDesign, as well as specializing the certificate through choosing 3 units of specialized study from the CIS program offerings. Students completing this certificate will be ready for entry level jobs in graphic design, desktop publishing, website development, website maintenance, professional office applications, word processing, data entry and information processing, and data management. This degree requires 15 units (12 units from required courses & 3 units from restricted electives).

Narrative Item 3. Program Requirements

Students are expected to complete 12 units of required course work and choose an additional 3 units from the list of electives.

Narrative Item 4. Master Planning (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 5. Enrollment and Completer Projections (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 6. Place of Program in Curriculum/Similar Programs (Not needed for Certificates of Career Preparation)

No Value

Narrative Item 7. Similar Programs at Other Colleges in Service Area (Not needed for Certificates of Career Preparation)

No Value

LMI and Analysis

Jobs in the CIS field are growing fast in the Inland Empire. Jobs and salary are growing each year as there is a shortage of trained and skilled employees in this field.

Advisory Committee Recommendations (Not needed for Certificates of Career Preparation)

No Value

Regional Consortia Recommendations (Not needed for Certificates of Career Preparation)

No Value