



Rio Salado College



Undergraduate Certificate of Completion in Computer Usage & Applications

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential
Required Credit

Certificate of Completion in Computer Usage and Applications

The Computer Usage and Applications certificate is designed to provide an overview on the use, application, and technological developments of computers in a changing electronic environment. Courses focus on training the student in the basic use of software applications including the computer operating system, word processing, electronic worksheets, database management, presentation graphics, and the Internet.

Word Processing (BPC135DK) [OF006] 2.00

(Visit the RSC website for a description of this course.)

Survey of Computer Information Systems (CIS105) 3.00

(Visit the RSC website for a description of this course.)

Excel Spreadsheet (CIS114DE) [OF034] 3.00

(Visit the RSC website for a description of this course.)

Database Management (CIS117DM) [CS014] 3.00

(Visit the RSC website for a description of this course.)

{DANTES Code = 05.03.00}

PowerPoint: Level I (BPC118AB) [MG050,OF036] 1.00

(Visit the RSC website for a description of this course.)

Windows Operating System: Level I (CIS121AE) [CS064] 1.00

(Visit the RSC website for a description of this course.)

The Internet - choose one 3.00

(Choose from the options listed below:

- CIS 133AA The Internet: Level I (1) AND
- CIS 133BA* The Internet: Level II (1) AND
- CIS 133CA* The Internet: Level III (1) OR
- CIS 133DA The Internet/World Wide Web

NOTE: *Indicates course has a prerequisite and/or corequisites. Students must earn a grade of "C" or better for all courses required within the program. Minimum GPA: 2.00 Visit the RSC website for a description of these courses.)

Excess or Duplicate Credit

TOTAL	16.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Rio Salado College (RSC) General Information:

Discover the College That Comes to You!

With distance learning through Rio Salado, you choose the time and place where you take your classes. Whether you choose to use the Internet, audio or video-cassettes, or the print-based format, you will find that Rio Salado offers the most flexible way to combine college studies, home life and work. Rio Salado also makes college convenient if you are one of the thousands of students who take courses directly on-site at your place of employment.

From time to time, we ask our students what they think about their Rio Salado experience. In one of our more recent polls, 90% of the respondents agreed or strongly agreed that they would select Rio Salado again as their college of choice for achieving their educational goals. That statistic makes us feel great and lets us know we are accomplishing our vision to create a climate of high expectations for the success of our students.

At Rio Salado you will find convenient and flexible programs and courses, faculty

with the expertise you want, and up-to-date resources to equip you for success. As a Rio Salado student, you also become part of the highly-respected Maricopa Community Colleges family, the largest community college district in the nation.

Rio Salado offers over 300 Internet courses and a broad range of student services such as registration, tutoring, academic advising, library services and counseling...all just a mouse click away. Rio Salado's reputation for excellence and innovation has often attracted regional and national attention. The college has earned many awards, including Outstanding Web Site in Higher Education (North American Web Association); the Paragon Award for Most Creative Use of Technology (National Council for Marketing and Public Relations) and the Award of Excellence for Distance Learning (Council for the Advancement and Support of Education). Rio Salado has also been profiled in The New York Times, The Chronicle of Higher Education, The Business Journal, The Arizona Republic, Tribune Newspapers, on National Public Radio, and in many specialty publications such as Converge Magazine. Above all, Rio Salado provides a caring and supportive environment where employees and students form a diverse community. This atmosphere, in addition to academic excellence, makes Rio Salado College the unparalleled success it is today.

General Requirements:

- A minimum grade point average of 2.0
- Students must earn a grade of "C" or better for all courses required within this certificate.
- Students must complete a minimum of 25% of the required courses for this certificate with Rio Salado College.

We look forward to serving you!

The cost of tuition is \$60 per credit for in-state residents and \$147 per credit for out-of-state students taking Distance Learning formats. (Subject to change.)

For your next step in pursuing this certificate from Rio Salado, contact:

Military Advisement

800-517-8590

military@riomail.maricopa.edu

or

Yvonne Lawrence

yvonne.lawrence@riomail.maricopa.edu

www.rio.maricopa.edu/military

2323 W. 14th St.

Tempe, AZ 85281

Phone: (480) 517-8183

For assistance with groups or special program needs from Rio Salado, contact:

Gena Verdugo

Coordinator Military Relations

gena.verdugo@riomail.maricopa.edu

Evaluation completed by: Charles Morrison

On: 11 June 2007