



Operating System Support Specialist 2014-2015
Certificate of Achievement

Student Name: _____

SID: _____

Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK								
ENGL& 235	Technical Writing	5						
IT 103	Networking Basics	5						
IT 128	Information Security Essentials	5						
MKTG 110	Client Customer Relations	5						
NSCOM 220	Implementing Client Operating Systems	5						
NSCOM 221	Implementing Server Operating Systems	5						
TECH 215	PC Analysis & Configuration I	5						
TECH 217	PC Analysis & Configuration II	5						
TECH 223	Using & Supporting Linux	5						
TOTAL		45						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

Operating System Support Specialist 2014-2015 Certificate of Achievement (continued)

CERTIFICATE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. Complete at least one-third of all the credits applicable toward the degree or certificate in residence at BC.

DESCRIPTION

The Certificate of Achievement in Operating System Support Analyst is designed for entry-level positions in server administration and desktop support. Desktop support includes the daily operation and support of computers across local area networks, technical assistance to computer users and the creation of written documentation. Server duties include installing, configuring, monitoring and administering servers. Technical classes in the certificate map to industry-standard certification tests from COMPTIA and Microsoft. The certificate prepares students for these positions: LAN Administrator, Desktop Support Specialist, Computer Technician, Computer Support Specialist, Junior Network (or Systems) Administrator, Network Technician and Computer Specialist.

Learning Outcomes

Certificate recipients should possess the following skills and abilities:

- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components
- Install, configure and maintain client and server system software
- Install and configure administrator-relevant Windows services and applications
- Monitor network to ensure network availability to all system users
- Implement security policies
- Create and maintain system documentation
- Communicate and act professionally in the workplace

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at <http://bellevuecollege.edu/degreeaudit/>

Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *Operating System Support Specialist*