

DECISION SUPPORT SYSTEMS (PROFESSIONAL CERTIFICATE)

Award: Professional Certificate
Program of Study: Decision Support Systems
Program Code: 1170

About This Major . . .

The Certificate in Decision Support Systems is designed to expose students and business managers to the knowledge and skills needed to use computer software to solve business problems, particularly to support decision making. The certificate will provide students with an overview of information they would encounter if they went on to earn the Minor in Managerial Informatics or the BBA Concentration in Information Systems or the BS in Computer Information Systems, each of which more fully prepares students to work in or manage the information systems functions of organizations.

For more information on what you can do with this major, visit Career Services' *What to Do with a Major?* (<https://www.coloradomesa.edu/career/students/explore/major.html>) resource.

Institutional Certificate Requirements

The following institutional requirements apply to all CMU Professional Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 300-400 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

Program Specific Certificate Requirements

(9 semester hours)

Code	Title	Semester Credit Hours
Required Courses		
CISB 205	Advanced Business Software	3

CISB 305	Solving Problems Using Spreadsheets	3
CISB 306	Solving Problems Using Databases	3
Total Semester Credit Hours		9

Course	Title	Semester Credit Hours
First Year		
Fall Semester		
CISB 205	Advanced Business Software	3
Semester Credit Hours		3
Spring Semester		
CISB 306	Solving Problems Using Databases	3
Semester Credit Hours		3
Second Year		
Fall Semester		
CISB 305	Solving Problems Using Spreadsheets	3
Semester Credit Hours		3
Total Semester Credit Hours		9

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If your petition for graduation is denied, it will be your responsibility to apply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.