

Computer Basic Applications Short-Term Certificate

PROFESSIONAL TECHNICAL

2017-2018 Certificate Requirements

Major Courses

| Course | No. | Course Title | Credits | Qtr. Completed | Comments/Substitution |
|--------|-----|------------------------------|---------|----------------|-----------------------|
| CS | 106 | Database Systems | 5 | | |
| CS | 107 | Intermediate Word Processing | 2 | | |
| CS | 108 | Intermediate Spreadsheets | 2 | | |
| CS | 207 | Word Implementation | 5 | | |
| CS | 208 | Advanced Spreadsheets | 5 | | |

Total Credits Required 19

This short-term certificate provides an opportunity to learn skills that are commonly needed for office-related jobs. Students who complete this certificate will have the basic skills and knowledge necessary to create professional Word documents, spreadsheets, and databases. Career opportunities: secretarial-related jobs.