

**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.