Degree & Certificate Requirements

Computer Basic Applications Short-Term Certificate
PROFESSIONAL TECHNICAL
2022-2023 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CS 101	Intro to Computers & Information Technology	5		
CS 107	Intermediate Word Processing	2		
CS 108	Intermediate Spreadsheets	2		
CS 123	PC Hardware	5		
CS 127	Windows Configuration	5		
	Total Credits Required	**19**		

Note:
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.