

Degree & Certificate Requirements

Computer Applications Short-Term Certificate PROFESSIONAL TECHNICAL 2023-2024 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 100	Introduction to Microcomputers	4		
or select 5 credits from the following four courses:				
CA 120	Intro to Computer & Info Tech - Concepts	2		
and				
CA 140	Intro to Computer & Info Tech - MS Word	1		
and				
CA 150	Intro to Computer & Info Tech - MS Excel	1		
and				
CA 160	Intro to Computer & Info Tech - MS Powerpoint	1		
CA 145	Intermediate Microsoft Word Processing	2		
CA 155	Intermediate Microsoft Excel	2		
CA 165	Intermediate Microsoft PowerPoint	2		
CA 170	Microsoft Outlook	1		
CA 180	Microsoft Access	1		
Subtotal		12-13		

Major Support

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 101	Keyboarding I	2		
CA 102	Keyboarding II	2		
CA 120	Intro to Computer & Info Tech - Concepts	2		
CA 130	Windows Operating System	1		
CA 140	Intro to Computer & Info Tech - MS Word	1		
CA 150	Intro to Computer & Info Tech - MS Excel	1		
CA 160	Intro to Computer & Info Tech - MS Powerpoint	1		
Subtotal		0-6		
Total Credits Required		12-19		