

# Degree & Certificate Requirements

## Computer Applications Short-Term Certificate

### PROFESSIONAL TECHNICAL

### 2024-2025 Certificate Requirements

#### Major Courses

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

#### Major Support

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