

# Degree & Certificate Requirements

## Computer Applications Short-Term Certificate PROFESSIONAL TECHNICAL 2025-2026 Certificate Requirements

### Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 145	Intermediate Microsoft Word Processing [RE]	2		
CA 155	Intermediate Microsoft Excel [RE]	2		
CA 165	Intermediate Microsoft PowerPoint [RE]	2		
CA 170	Introduction to Microsoft Outlook [RE]	1		
CS 101	Intro to Computers & Information Technology	5		

or select 6 credits from the following four courses:

CA 120	Introduction to Computer Applications [RE]	3		
and				
CA 140	Introduction to Microsoft Word [RE]	1		
and				
CA 150	Introduction to Microsoft Excel [RE]	1		
and				
CA 160	Introduction to Microsoft PowerPoint [RE]	1		

**Subtotal** 12-13

### Major Support

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
CA 101	Introduction to Keyboarding [RE]	2		

**Subtotal** 0-2

**Total Credits Required** 12-15