Degree & Certificate Requirements

Computer Applications Short-Term Certificate

PROFESSIONAL TECHNICAL

2026-2027 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**		