



Internal Certificate 2009-2010

Administrative Assistant
Elkhorn-Kenosha-Racine Campuses

MICROCOMPUTER APPLICATIONS
CERTIFICATE
(90-106-5)

12 Credits (2 Credits from the Core + 10 Credits from Emphasis Areas)

- This certificate allows students to choose from the following: operating systems (2 credits required), word processing, spreadsheets, desktop publishing, presentation graphics, Macintosh, and internet.
Students completing this certificate are qualified for the following jobs: entry level data entry, word processing, receptionist, and microcomputer software specialist. Anticipated Wage Range: \$6-10/Hr.

Core: Operating Systems (2 Credits Required)

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-100, 103-109, 103-137, 106-126, 106-127, 106-134.

Emphasis Area: Word Processing

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-112, 103-113, 103-123, 103-118, 103-119.

Emphasis Area: Spreadsheet

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-102, 103-103, 103-104.

Emphasis Area: Database

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-105, 103-106, 103-107.

Emphasis Area: Presentation Graphics

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-110, 103-111.

Emphasis Area: Desktop Publishing

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-130, 103-164.

Emphasis Area: Macintosh

Table with 3 columns: Course ID, Course Name, Credits. Includes 106-191, 103-132, 204-131, 204-132.

Emphasis Area: Internet

Table with 3 columns: Course ID, Course Name, Credits. Includes 103-125, 103-161, 103-138, 103-139, 103-140, 106-199.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.
NOTE: Prerequisites can be waived with departmental approval.