GATEWAY
TECHNICAL COLLEGE

Internal Certificate   **2014-2015**

Administrative Professional
Elkhorn-Kenosha-Racine Campuses and Online

COMPUTER APPLICATIONS
CERTIFICATE
(90-106-5)

12 Credits (3 Credits from the Core + 9 Credits from Emphasis Areas)

- This certificate allows students to choose from the following: operating systems, word processing, spreadsheets, presentation graphics, publishing, and database.

- 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: (3 Credits Required)

103-109	Windows Operating Sys.	1 Cr.
106-119	Professional Development	2 Cr.
106-126	Keyboarding	1 Cr.
106-127	Skill Building I	1 Cr.
103-143	Computers for Prof.	3 Cr.
	(Prereq: 103-142 or Placement Test Score)	

Emphasis Area: Database

103-105	Microsoft Access	1 Cr.
103-106	Microsoft Access II	1 Cr.

Emphasis Area: Spreadsheet

103-102	Microsoft Excel	1 Cr.
103-103	Microsoft Excel II	1 Cr.

Emphasis Area: Presentation Graphics

103-110	MS PowerPoint	1 Cr.
103-111	MS PowerPoint II	1 Cr.

Emphasis Area: Word Processing

103-112	Microsoft Word	1 Cr.
103-113	Microsoft Word II	1 Cr.

Emphasis Area: Publishing

106-010	Publication Design for	3 Cr.
	Business (Prereq: 106-137)	
106-199	Web Pages for the Office	2 Cr.

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