



## 2015-2016 Internal Certificate

**Certificate:**                   **COMPUTER APPLICATIONS (90-106-5)**

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

**Description:**               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.

**Related Program:**           Administrative Professional

**Campuses Available:**   Elkhorn, Kenosha, Racine and Online

**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.
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