



2020-2021 Certificate

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

Credits: **9 Credits**
(3 Credits from the Core + 6 Credits from Emphasis Areas)

Description: This certificate allows students to choose from the following: operating systems, word processing, spreadsheets, presentation graphics, 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: Kenosha Campus and Online

Core: (3 Credits Required)

106-028	Office Tech. Essen.	3 Cr.
103-143	Computers for Prof.	3 Cr.

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.

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.