

Microcomputer Applications

Certificate of Proficiency

The Microcomputer Applications certificate program prepares students for intelligent and efficient use of personal computer systems and commercial software for business applications in an office environment.

The program is primarily designed for upgrading the skills of persons employed in clerical, technical or managerial positions. It also provides skills which are helpful in securing entry-level employment in these fields.

Successful graduates of the program will be able to:

- demonstrate knowledge of PC operating systems, networking essentials, and applications software;
- demonstrate mastery of one major business application product for word processing, database, spreadsheet, and presentation applications;
- apply PC skills together with other technical/business knowledge toward advancement or employment in a technology-intensive office environment.

All of the credits earned in acquiring the Microcomputer Applications Certificate can be applied toward the A.A.S. degree in Microcomputer Systems Administration.

Admission to the program requires a high school diploma or its equivalent.

Note: Because of the focus on PC applications in this program, students must possess keyboarding skills. See OST 109 or 111.

Note: Computer application courses are mapped to Microsoft certification exams.

Also see:

- Information Technology degree program (Help Desk Technology concentration)
- Microcomputer Systems Administration degree program

Curriculum

Code	Course (lecture/lab hours)	Credits
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2) ¹	3
OST 219	Word Processing Concepts and Applications (2/2)	3
NET 102	Introduction to PC Hardware and Software (2/2) ²	3
BUS 103	Business Mathematics (3/0)	
	OR	3-4
MAT —	Mathematics elective ³	
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NET 120	Windows Desktop Operating System Administration (2/2)	3
CIS 175	PC Applications: Spreadsheets (2/2)	3
NET 104	Networking Essentials (2/2)	3
CIS 173	PC Applications: Database (2/2)	3
CIS 182	PC Applications: Presentations (2/2)	3
— —	Technical elective ⁴	3
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¹ May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.

² Students may sit for the A+ certification exam after completion of NET 102 and 103.

³ Students intending to transfer to a baccalaureate program should consider MAT 108, 135, or higher-level mathematics course. Others should take MAT 140.

⁴ Select from IST 140, NET 103, OST 223.

