

Computer Basic Applications Short-Term Certificate

PROFESSIONAL TECHNICAL

2013-2014 Certificate Requirements

Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
CS	106	Database Systems	5		
CS	107	Intermediate Word Processing	2		
CS	108	Intermediate Spreadsheets	2		
CS	207	Word Implementation	5		
CS	208	Advanced Spreadsheets	5		

Total Credits Required 19

This short-term certificate provides an opportunity to learn skills that are commonly needed for office-related jobs. Students who complete this certificate will have the basic skills and knowledge necessary to create professional Word documents, spreadsheets, and databases. Career opportunities: secretarial-related jobs.