

Information Systems Technology

Microcomputer Applications

Career Studies Certificate

Purpose: This program is designed to provide microcomputer education and training required by business and industry. Specifically, this includes skills necessary to function in today's highly technical and computerized environment. Students will use microcomputer application software to develop business applications.

Occupational Objectives: Information Center Microcomputer Specialist, Microcomputer Training Specialist, Microcomputer Sales, and related microcomputer occupations

Admission Requirements: General college curricular admission

Program Notes: Students should demonstrate proficiency in keyboarding before enrolling in the required IT courses; otherwise, enrollment in AST 114 is required. Students must attain the grade of "C" or higher in IT courses taken for this certificate.

CURRICULUM				
COURSE	TITLE	LEC. HRS.	LAB. HRS.	CRS. CRE.
AST 114 ¹	Keyboarding for Information Processing	0-1	0	0-1
ITE 115	Introduction to Computer Applications and Concepts	3	0	3
AST 141	Word Processing I	3	0	3
ITE 140	Spreadsheet Software	3	0	3
ITE 150	Desktop Database Software	3	0	3
ITE 221	PC Hardware and OS Architecture	4	0	4
ITE 215	Advanced Computer Applications and Integration	3	0	3
ITD 110	Web Page Design I	3	0	3
____ ²	Information Technology Elective	3	0	3
TOTAL		25-26	0	25-26
Total Minimum Credits for Career Studies Certificate in Microcomputer Applications				25
¹ Students without keyboarding skills should enroll in AST 114 prior to or concurrent with ITE 115. ² The Information Technology elective can be selected from one of the following areas: Information Technology Design (ITD), Information Technology Essentials (ITE), Information Technology Networking (ITN), or Information Technology Programming (ITP).				