Information Technology Certificate
Application Specialist

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
COM103	Human Communication	3	ENL010 or ESL102 or satisfactory basic skills assessment score	Fall, Spring, Summer		
GIT102	Computer Keyboarding (or) 30 wpm	1	None	Fall, Spring		
GIT105 (or) BUS102	Office Communication Systems (or) Business Communication	3	ENL020 & ENL050 or satisfactory basic skills assessment score (or) ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring Fall, Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment score & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
ART170	Introduction to Computer Graphics (Adobe Photoshop, Illustrator, InDesign)	3	ENL010 & ENL040 or satisfactory basic skills assessment score	Fall, Spring		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
BIT175	Visual Basic Programming	3	(MAT030 or MAT035) or satisfactory basic skills assessment score & GIT110	Fall, Spring		
GIT150	Database Applications	3	GIT108 or GIT110 or equivalent skill level in Windows	Fall, Spring		
ACC111 (or) ACC201	Accounting I w/ Computer Applications (or) Financial Accounting	3	(MAT020 or MAT025) & ENL020 or satisfactory basic skills assessment score (or) (BUS100 or HRM140), GIT110, (MAT030 or MAT035) & ENL020 or satisfactory basic skills assessment scores	Fall, Spring Fall, Spring, Summer		
GIT125	Spreadsheet Applications for Business	3	GIT110 & (ACC111 or ACC201)	Fall, Spring		
Total Credits		**27/28**				

Overview
Students develop teamwork skills while mastering advanced and administrative features of business application software including word processing, spreadsheets, relational database, and presentation graphics. Students are prepared to take the Microsoft Office User Specialist exams for several of the Microsoft Office products. Students are encouraged to build on the certificate program and eventually obtain a degree at the College.

Career Outlook
This occupational profile is provided by O*NET.
http://www.onetonline.org/find/quick?s=Application+Specialist

Gainful Employment
The Gainful Employment Program Regulations provide students with the information they need to make informed educational choices including total program costs, loan repayment rates, and career outlooks.