

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	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
GIT110	Microcomputer Applications Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
ART210	Graphic Production and Layout I	3	GIT110; ART130 recommended	Fall, Spring		
GIT220	Advanced Word Processing Applications	3	GIT110	Spring		
BIT175	Visual Basic Programming	3	MAT030 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 & ENL020 or satisfactory basic skills assessment score (or) (BUS100 or HRM140), GIT110, MAT030 & 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>