

Information Technology Certificate Application Specialist

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| 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 | GIT120 or GIT110 | Spring | | |
| BIT175 | Visual Basic Programming | 3 | MAT030 or satisfactory basic skills assessment score & GIT110 | Fall, Spring | | |
| GIT150 | Database Applications | 3 | GIT120, 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 or GIT120 & (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

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