

Computer Applications

2018-2019 Catalog

Award Granted Upon Completion: Certificate in Computer Applications

Credits/Contacts Required: **32/32**

Major code: 04/426

CIP Code: 520401

Description

In today's competitive market, having proficiency in the latest productivity software tools can set you apart and demonstrate your desire to keep your technological skill-set up to date. This program is designed to assist students in developing professional-level competency with word processing, spreadsheet, presentation, and personal information management software. Students may further enhance their employability options by completing an associate degree or seeking professional certifications. This curriculum is certified by the National Automotive Technicians Education Foundation (NATEF).

General Education Requirements – None

Suggested Sequences Per Semester

Requirements – Min 32 credits

	<u>Cr</u>
CIS-115 Using Microsoft Windows	3
CIS-123 Microsoft PowerPoint	1
CIS-125 Business Technology Tools	2
CIS-130 Spreadsheet Applications	3
CIS-140 Database Applications	3
CIS-240 Advanced Database Applications	3
OIS-150 Word Processing Applications	4
OIS-250 Adv. Word Processing Applications	3
XXXX-xxx Approved Electives **	10

**** Approved Electives (Choose a min of 10 credits)**

BUSN-177 Mathematics of Business	3
BUSN-195 Business Communications	3
CIS-101 Computer Concepts & Applications	4
CIS-103 Visual Basic	4
CIS-135 Introduction to Cybersecurity	2
CIS-203 Visual Basic for Applications	3
CIS-210 Web Page Design & Structure	3
CIS-215 Web Publishing	3
CIS-220 Java Programming	4
CIS-235 Mobile App Development	3
CNSS-101 Emerging Technologies	3
CNSS-130 Introduction to Networks	4
CNSS-150 A+ Computer Maintenance	4
CSCI-110 Introduction to Programming	3
CSCI-121 C++ Programming I	3

First Semester

CIS-115 Using Microsoft Windows	3/3
CIS-123 Microsoft PowerPoint	1/1
CIS-140 Database Applications	3/3
OIS-150 Word Processing Applications	4/4
XXXX-xxx Approved Electives **	5/5
	16/16

Second Semester

CIS-125 Business Technology Tools	2/2
CIS-130 Spreadsheet Applications	3/3
CIS-240 Adv. Database Applications	3/3
OIS-250 Adv. Word Processing Apps	3/3
XXXX-xxx Approved Electives **	5/5
	16/16


Bay De Noc Community College

Undergraduate certificate in Computer Applications

Program Length: 12 months

[Print](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months 

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,992 for in-state tuition and fees

\$9,184 for out-of-state tuition and fees

\$1,200 for books and supplies

Other Costs


[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.


Students Borrowing Money

The typical graduate leaves with

N/A* in debt 

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***. 

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:[Data Entry Keyers](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Michigan

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education