

Certificate

Computer Applications

Year 1

1st Semester			Credit	Contact	√
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	
APRVE	004	Approved Elective 4 Credit	4	4	
Total Hours:			15	15	

2nd Semester			Credit	Contact	√
APRVE	003	Approved Elective 3 Credit	3	3	
CIS	125	Business Technology Tools	2	2	
CIS	130	Spreadsheet Applications	3	3	
CIS	240	Advanced Database Applications	3	3	
OIS	250	Adv Word Processing Applications	3	3	
APRVE	003	Approved Elective 3 Credit	3	3	
Total Hours:			17	17	

Program Total:	32	32
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Approved Electives: Choose a minimum of 10 credits from the following courses: BUSN 177 (3), BUSN 195 (3), CIS 101 (4), CIS 103 (4), CIS 135 (2), CIS 203 (3), CIS 210 (3), CIS 215 (3), CIS 220 (4), CIS 235 (3), CNSS 101 (3), CNSS 130 (4), CNSS 150 (4), CSCI 110 (3), CSCI 121 (3).

Notes: See your advisor to select approved elective courses.
This map is intended to be used in conjunction with your academic advisor.