

## Certificate of Achievement: Computer Applications

The CAWT Computer Applications Degree is designed to provide a solid foundation in the latest, highly marketable business software used in industry today. This program provides the training and exposure that is essential to prospective computer users and office workers at all levels. The sequence of courses included in this program maps to the Microsoft Certified Applications Specialist (MCAS) exam, which provides an outstanding opportunity for students to present to prospective employers a globally recognized certificate representing high-level skills and achievement. At the conclusion of their studies, students will be prepared for entry-level positions such as administrative assistant, computer applications specialist, word processing specialist, database specialist, spreadsheet analyst, bookkeeping assistant, and web content provider. Students who complete this program will be eligible to sit for the MCAS examination.

### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

### Program Requirements:

Units Required: 33

		Units:
CAWT-036	Microsoft Outlook - Brief	1.5
CAWT-074	Introduction to Photoshop - Brief	1.5
CAWT-105	Microsoft Windows	3.0
CAWT-140	Survey of Microsoft Office Programs	3.0
CAWT-150	Microsoft Word I	3.0
CAWT-151	Microsoft Word II	3.0
CAWT-155	Microsoft Excel I	3.0
CAWT-156	Microsoft Excel II	3.0
CAWT-160	Microsoft Access I	3.0
CAWT-165	Microsoft PowerPoint	3.0

Plus six units from the following:

CAWT-076	Introduction to WordPress	1.5
CAWT-082	Adobe Acrobat - Brief	1.5
CAWT-145	Quickbooks Pro	3.0
CAWT-161	Microsoft Access II	3.0
CAWT-166	Desktop Publishing	3.0
CAWT-173	Web Development: Dreamweaver	3.0