

# PROGRAM OF STUDY

## Computer Applications Certificate of Achievement

The CIT 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.

### **Student Learning Outcome:**

Demonstrate proficiency in the core skills and knowledge required to use popular office applications to develop professional documents for organizations and businesses.

### **Program Requirements:**

		<b>Units</b>
CAWT 036	Microsoft Outlook - Brief	1.5 - 0
CAWT 074	Introduction to Photoshop	1.5 - 0
CAWT 105	Microsoft Windows	3 - 0
CAWT 140	Microsoft Office	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:**

		<b>Units</b>
CAWT 082	Adobe Acrobat	1.5 - 0
CAWT 145	Quickbooks	3 - 0
CAWT 161	Microsoft Access II	3 - 0
CAWT 166	Desktop Publishing	3 - 0
CAWT 173	Web Development: Dreamweaver	3 - 0

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### **Total Units**

**33**

PID 268