Microcomputer Applications

Certificate of Proficiency

Business, Science, Technology, Engineering and Math
609.570.3482 admiss@mccc.edu

The **Microcomputer Applications** certificate program prepares students for intelligent and efficient use of personal computer systems and commercial software for business applications in an office environment.

The program is primarily designed for upgrading the skills of persons employed in clerical, technical or managerial positions. It also provides skills which are helpful in securing entry-level employment in these fields.

PROGRAM OUTCOMES

- Demonstrate knowledge of PC operating systems, networking essentials, and applications software;
- Demonstrate mastery of one major business application product for word processing, database, spreadsheet, and presentation applications;
- Apply PC skills together with other technical/ business knowledge toward advancement or employment in a technology-intensive office environment.

Admission to the program requires a high school diploma or its equivalent.

NOTE: Because of the focus on PC applications in this program, students must possess keyboarding skills. See OST 111.

NOTE: Computer application courses are mapped to Microsoft certification exams.

SEE ALSO:

Administrative Support certificate program

CERTIFICATE CURRICULUM

2023-2024 Academic Year
MICRO.APP.CERT
CIP 110601

Credit-bearing certificate programs can serve as gateways to earning an associate degree. Students are encouraged to consult the program coordinator, an academic advisor or Success Coach to explore such opportunities.

Code	Course (lecture/lab hours)	Credits
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2) May be substituted with another Technology general education elective if student shows competency in Microsoft Office applications.	3
OST 219	Word Processing Concepts and Applications (2/2)	3
NET 102	Introduction to PC Hardware and Software (2/2) Students may sit for the A+ certification exam after completion of NET 102 and 103.	3
MAT —	Mathematics elective Select in consultation with an academic advisor; MAT 140 recommended. Students intending to transfer to a baccalaureate program should consider a higher-level mathematics course.	3-4
CIS 173	PC Applications: Database (2/2)	3
CIS 175	PC Applications: Spreadsheets (2/2)	3
CIS 182	PC Applications: Presentations (2/2)	3
NET 104	Fundamentals of Computer Networks (2/2)	3
NET 120	Windows Desktop Operating System Administration (2/2)	3
— —	Technical elective	3

- Select from DMA 145, IST 140, NET 103, OST 223.

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