Personal Computer Applications Specialist Certificate

Individuals with or without a college degree whose goal is to acquire or improve their personal computer application skills will accomplish their goals in this program. Emphasis is on acquiring results-oriented career business and industry skills. The program is intended for those seeking entry-level positions as well as those currently employed who desire to enhance their job skills and take MOUS (Microsoft Office User Specialist) certification tests. It provides employers and current prospective employees with tangible evidence of computer competencies.

Suggested/Sample Course Sequence Completion - Two Semesters

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

(Major Code 4730; State CIP Code 11.0202)

- Computing Sciences and Information Technology (http://www.jccc.edu/computing-sciences-and-information-technology)

Prerequisites for Required Courses

Prior to beginning the personal computer applications certificate program the student must take the following prerequisite or have taken an equivalent transfer course, or have passed the waiver test, or have obtained a waiver from the program administrator.

CPCA 105	Introduction to Personal Computers: Windows	1
or CPCA 106	Introduction to Personal Computers: Macintosh	

Option 1

Suggested/Sample Course Sequence Completion - Two Semesters

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

Option 1: First Semester

First Five Week Session		
CPCA 123	E-Presentation: MS PowerPoint*	1
CPCA 138	Windows for Microcomputers*	1
Second Five Week Session		
CPCA 108	Word Processing I: MS Word*	1
CPCA 110	Spreadsheets I: MS Excel*	1
Third Five Week Session		
CPCA 111	Spreadsheets II: MS Excel*	1
CPCA 125	Word Processing II: MS Word*	1
Total Hours		6

Option 1: Second Semester

First Five Week Session		
CPCA 114	Databases I: MS Access*	1
CPCA 141	Internet I*	1
Second Five Week Session		
CPCA 115	Databases II: MS Access*	2
Third Five Week Session		
Continuation of CPCA 115-Database II: MS Acess		
CPCA Elective (see list below)		1
Total Hours		5

CPCA Electives

CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1

CPCA 151	Internet II*	1
CPCA 161	Introduction to Web Pages using HTML*	1

NOTE: A student can elect to take CPCA 128 PC Applications: MS Office, in lieu of CPCA 108**,** CPCA 110 **and** CPCA 123**. An additional elective can then be substituted for** CPCA 105**.**

Option 2

Suggested/Sample Course Sequence Completion in One Semester

The sequence taken by the student may vary depending on prerequisites, course availability, and personal/professional responsibilities.

Option 2: First Semester

First Five Week Session

CPCA 108	Word Processing I: MS Word*	1
CPCA 110	Spreadsheets I: MS Excel*	1
CPCA 114	Databases I: MS Access*	1
CPCA 141	Internet I*	1
Second Five Week Session		
CPCA 123	E-Presentation: MS PowerPoint*	1
CPCA 138	Windows for Microcomputers*	1
CPCA 115	Databases II: MS Access*	2
Third Five Week Session		
CPCA Elective (see list below)		1
Continuation of CPCA 115-Database II: MS Acess		
CPCA 111	Spreadsheets II: MS Excel*	1
CPCA 125	Word Processing II: MS Word*	1
Total Hours		11

CPCA Electives

CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 151	Internet II*	1
CPCA 161	Introduction to Web Pages using HTML*	1

NOTE: A student can elect to take CPCA 128 PC Applications: MS Office, in lieu of CPCA 108**,** CPCA 110 **and** CPCA 123**. An additional elective can then be substituted for** CPCA 105**.**

Total Program Hours: 11