

MICROCOMPUTER APPLICATIONS - CERTIFICATE

Code	Title	Hours
Technical Requirements		
ACCT 2110 or OATS 211	Principles of Accounting I (Financial) Information Processing I	3
BCIS 1110	Fundamentals of Information Literacy and Systems	3
COMM 1115G	Introduction to Communication	3
OECS 110	Introduction to Power Point	1
OECS 125	Operating Systems	3
OECS 200	Accounting on Microcomputers	3
OECS 209	Computer Graphic Arts	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
OECS 220	Database Application and Design	3
OECS 255	Special Topics	1-4
OECS 280	Desktop Publishing I	3
Total Hours		32-35

A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

Course	Title	Hours
First Year		
Fall		
ACCT 2110 or OATS 121	Principles of Accounting I (Financial) or Accounting Procedures II	3
BCIS 1110	Fundamentals of Information Literacy and Systems	3
OECS 125	Operating Systems	3
OECS 211	Word Processing Applications	3
OECS 220	Database Application and Design	3
OECS 215	Spreadsheet Applications	3
	Hours	18
Spring		
COMM 1115G	Introduction to Communication	3
OECS 110	Introduction to Power Point	1
OECS 209	Computer Graphic Arts	3
OECS 200	Accounting on Microcomputers	3
OECS 255	Special Topics	1-4
OECS 280	Desktop Publishing I	3
	Hours	14-17
	Total Hours	32-35