

# Computer Technology, Certificate

MICROCOMPUTER SUPPORT

## School of Technology

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The Computer Technology, Microcomputer Support Certificate offers instruction in the Microsoft Office suite of productivity software products and will guide students toward the Microsoft Office Specialist (MOS) professional certification. Courses included in this certificate may be applied toward the Computer Technology AAS Technical Support option.

### Career Opportunities

Graduates of the Computer Technology, Microcomputer Support Certificate may find employment as technical support technicians, junior systems analysts, technical sales representatives, customer service technicians, help-desk analysts and IT trainers.

### Program Learning Outcomes

Upon successfully completing this program, students will be able to:

- Analyze and solve business-related problems using applications in the Office suite.
- Design and create documents, spreadsheets, databases and presentations for business functions.
- Manage business related electronic communications.

Sugg. Term	Seq #	Course ID	Course Title	Cr	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	CPT 145	Introduction to Computer Technology	3		
	3	CPT 150	Microcomputer Concepts	3		
	4	OFT 190	Word for Windows	3		
Spring	5	CPT 182	Operating Systems	3	CPT 145	
	6	CPT 195	Excel for Windows	3		
	7	CPT 196	Access for Windows	3	CPT 150	
	8	OFT 185	PowerPoint	1		

Total Program Credits

20

COTEC