



Program Description:

The Computer Applications Certificate program is appropriate for individuals who are seeking new employment, or who need to use computers more effectively. Most jobs in business, from clerical to upper management, require at least a basic level of computer skill. Students acquire proficiency in the major software tools in business and office management.

Career and Transfer Outlook:

Graduates work in positions as administrative assistants and office administrators.

Helpful Hints:

Incoming students should take Microcomputer Applications (CAP 101) as soon as possible. Web courses can also serve as a Computer Applications elective.

COMPUTER APPLICATIONS • Certificate

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BUS 101	Business Mathematics	3	MAT 060
_____	BUS 105	Keyboarding	3	ENG 060 or higher placement
_____	CAP 101	Microcomputer Applications or		ENG 060 or higher placement and either taking, have successfully completed or tested out of ENG 071 and MAT 070
_____	CAP __	Computer Applications Elective**	3	
_____	CAP 154	Word Processing Applications	3	CAP101, BUS105 or *
_____	CAP 155	Spreadsheet Applications	3	CAP 101 or * corequisite: MAT 070
_____	CAP 156	Database Applications	3	CAP 101 or *
_____	CAP 157	Desktop Publishing & Presentation Graphics	3	CAP 101 or equivalent experience
		Choose One of the Following (3 credits):	3	
_____	CAD __	Computer Aided Design Elective		
_____	CAP __	Computer Applications Elective		
_____	CSC __	Computer Programming Elective		
_____	_____	Graphic Design Elective		
			24	

*Permission of instructor
**Must be above CAP 100