

Microcomputer Applications

Short-Term Certificate

Available: Shoals Campus

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The Microcomputer Applications Short-Term Certificate verifies that the graduate completed Introductory, Intermediate, and Advanced problems in four Microsoft Office applications. Those applications include Word, Excel, Access, and PowerPoint. SAM is the simulation software that is utilized in each class so students have a real-world scenario. The introductory class should prepare the student to pass the Entry Level MOS certification exams. The additional classes should assist the students in passing the Expert Level MOS certification exams. In addition, Cyber Security is introduced in the introductory class. A Windows class is also included in the requirements for this certificate.

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

Program: [Computer Information Systems Technology](#)

Entrance Requirements

- Submit a completed application;
- High School diploma or equivalent required:
- Age Requirement:
- Submit official high school/high school equivalent transcripts, if applicable;
- Submit official college transcripts, if applicable;
- Satisfy [Placement Testing](#) requirements.

Required Courses

Item #	Title	Credits
CIS 146	Microcomputer Applications	3
CIS 147	Advanced Microcomputer Applications	3
CIS 148	Post Advanced Microcomputer Applications	3
CIS 249	Microcomputer Operating Systems	3
Minimum Credit Hours for Graduation:		12