

MICROCOMPUTER APPLICATIONS - CERTIFICATE OF COMPLETION

Prefix	Title	Credits
Core Curriculum Requirements		
BCIS 1110	Introduction to Information Systems	3
COMM 1115G	Introduction to Communication	3
OECS 110	Introduction to Power Point	1
OECS 255	Special Topics	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 260		3
OECS 280	Desktop Publishing I	3
Total Credits		32

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.

First Year		
Fall		Credits
BCIS 1110	Introduction to Information Systems	3
OECS 125	Operating Systems	3
OECS 211	Word Processing Applications	3
OECS 255	Special Topics	1
OECS 220	Database Application and Design	3
OECS 215	Spreadsheet Applications	3
Credits		16
Spring		
OECS 209	Computer Graphic Arts	3
OECS 200	Accounting on Microcomputers	3
OECS 260		3
COMM 1115G	Introduction to Communication	3
OECS 280	Desktop Publishing I	3
OECS 110	Introduction to Power Point	1
Credits		16
Total Credits		32