

COMPUTER APPLICATIONS (BTC)

Basic Technical Certificate

Career-Technical Program

Interest Areas:

Business Admin. and Management

The Computer Applications certificate program provides comprehensive training in the latest Microsoft Office software. This certificate is designed for anyone who desires to work with computers and/or advance their computer software skills. The coursework prepares students for Microsoft Office Specialist (MOS) industry certification testing. Students are strongly encouraged to pursue MOS (Microsoft Office Specialist) Certification as part of this program.

Program Website (https://www.nic.edu/programs/viewprogram.aspx?program_id=19)

Program Requirements

Course	Title	Credits
Semester 1		
CAOT-250	Office Skills Capstone	1
Select seven credits from the following:		7
CAOT-115	Outlook	
CAOT-120	Word Processing/Word I	
CAOT-121	Word Processing/Word II	
CAOT-122	Word Processing/Word III	
CAOT-130	Spreadsheets/Excel I	
CAOT-131	Spreadsheets/Excel II	
CAOT-132	Spreadsheets/Excel III	
CAOT-140	Database/Access I	
CAOT-150	PowerPoint	
CAOT-164	Computer Fundamentals for Technical Programs	
CAOT-166	Living Online for Technical Program	
Credits		8
Total Credits		8

Course Key



GEM



WCHE



AAS



Gateway



Milestone

Institutionally
Designated

Program Outcomes

Upon completion of the program, students will be able to:

- Use a variety of computer applications to produce multiple documents required in a variety of office settings.
- Conduct internet searches to locate business information; analyze and evaluate its usefulness in given business scenarios.