

# Certificate in Applied Science (C.A.S.)

## COMPUTER APPLICATIONS SPECIALIST

The **Computer Applications Specialist Certificate in Applied Science (C.A.S.)** provides students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.



**EASTERN**  
West Virginia Community & Technical College

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

FIRST YEAR: FALL SEMESTER			
COMMENTS	COURSE	Credit Hours	Significance
	BUS 101 – Introduction to Business	3	
	CIS 114 – Introduction to Computer Applications & Concepts	3	
	CIS 119 – Spreadsheet Software	3	
	+ENL 101 English Composition I	3	
	Computer Applications Specialist Elective	3	
	TOTAL	15	
FIRST YEAR: SPRING SEMESTER			
COMMENTS	COURSE	Credit Hours	Significance
	CIS 117 – Word Processing Software	3	
	CIS 121 – Database Management Software	3	
	CIS 133 – Introduction to Web Design	3	
	Computer Applications Specialist Elective	3	
	+Math Elective (MTH 115 or higher)	3	
	TOTAL	15	
<b>TOTAL HOURS FOR DEGREE</b>		<b>30</b>	

Eastern West Virginia Community and Technical College is an EOE, ADA, AA institution.



### LANDMARK COURSES

are the key to graduation and completing your degree on time. They should be taken in the order suggested in the Academic Map.

Comments	Computer Application Specialist Electives	Credit Hours
	BUS 204 – Fundamentals of E-Commerce	3
	CIS 111 – Introduction to Electronic Presentations	1
	CIS 114 – Introduction to Computer Applications & Concepts	3
	CIS 122 – Introduction to Information Systems	3
	IT 134 – Networking Fundamentals	3
	IT 180 – PC Repair and Troubleshooting	3
	MGT 250 – Principles of Management	3
	MGT 260 – Principles of Marketing	3

Comments	Math Electives	Credit Hours
	MTH 115 – Business Math	3
	MTH 121 – Collee Math for General Education	3
	MTH 135 – College Algebra	3
	MTH 136 -- Trigonometry	3
	MTH 137 – Pre-Calculus	5
	MTH 200 – Geometry and Measurement	3
	MTH 225 – Introduction to Statistics	3

**15 to FINISH**  
WEST VIRGINIA  
 To graduate on time, students need to maintain an average of 15 credit hours per semester.

**+ENL 101 and MTH 115 may require corequisite coursework.**