

## Computer Applications Specialist

ONETonline.org SOC Code: 43-9021

Certificate in Applied Science

30 Semester Hours^

The Computer Applications Specialist Certificate in Applied Science provides students with proficiency in computer applications and practices that are used in today's business environment. This certificate provides students with the opportunity to become proficient in business applications of computers. Hands-on experience with popular business programs is emphasized.

Upon successful completion of the Computer Applications Specialist Certificate in Applied Science, the graduate will be able to:

- Demonstrate a basic knowledge of business organization and procedures by applying business applications of computers
- Demonstrate knowledge regarding computer information systems
- Design and manage a database
- Design an interactive website
- Analyze and present data in a visual format
- Apply computer skills to create, analyze, and assess a business document to solve an organizational problem
- Demonstrate effective communication and computation skills

### Special Certifications

Students successfully completing the Business Applications of Computers Certificate in Applied Science are prepared to take the certification examination for Microsoft Office Specialist (MOS).

### Recommended Course Sequence – Computer Applications, Certificate in Applied Science

First Year–Fall Semester				First Year–Spring Semester			
Dept.		Course Title	Sem. Hrs.	Dept.		Course Title	Sem. Hrs.
BUS	101	Introduction to Business	3	CIS	117	Word Processing Software	3
CIS	114	Introduction to Computer Applications and Concepts	3	CIS	121	Database Management Software	3
CIS	119	Spreadsheet Software	3	CIS	133	Introduction to Web Design	3
ENL	101	English Composition I	3	Elective		Computer Applications Specialist Elective	3
Elective		Computer Applications Specialist Elective	3	Elective		Math Elective (MTH 115 or higher)	3
<b>Total Semester Hours</b>			<b>15</b>	<b>Total Semester Hours</b>			<b>15</b>

### Computer Applications Specialists Electives (Select 6 credits)

Dept.		Course Title	Sem. Hrs.
BUS	204	Fundamentals of E-commerce	3
CIS	111	Introduction to Electronic Presentations	3
CIS	114	Introduction to Computer Applications and 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

Students enrolled in this program may be eligible for related Skill Set Certifications. Student should contact their academic program advisor, or refer to the Skill Set section in Eastern's 2019-2020 Catalog (page 101) for additional information.

**^Cost of Attendance is available at:**

[www.easternwv.edu/documents/financial-aid/cost-attendance](http://www.easternwv.edu/documents/financial-aid/cost-attendance)

**Median loan debt upon completion: N/A**

**Financial Aid** is available for those who qualify. See Gainful Employment Disclosure in Eastern's 2019-2020 Catalog (page 26) for more information.