

Computer Applications: Information Technology Certificate (213)

Program Description

This certificate curriculum is for the career professional who needs to become more proficient at using today's popular software applications as tools in decision making, managing people and information, communicating effectively, enhancing company viability, and addressing today's many technology challenges.

Program Outcomes

Upon completion of this program a student will be able to:

- Utilize productivity software (such as word processing, spreadsheet, database, and presentation software) to create, analyze, store, and report information.
- Locate and manage data on personal or collaborative technology.
- Present information using multiple electronic media.

Program Advising

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All students should review the [Program Advising Guide](https://appserv3.montgomerycollege.edu/acalog/working/program-advising-guides/database-systems-certificate-238.pdf) and consult an advisor. For more information, please visit <https://appserv3.montgomerycollege.edu/acalog/working/program-advising-guides/database-systems-certificate-238.pdf>

To view the [Advising Worksheet](https://appserv3.montgomerycollege.edu/acalog/working/program-advising-guides/information-technology-certificate-213.pdf), please visit <https://appserv3.montgomerycollege.edu/acalog/working/program-advising-guides/information-technology-certificate-213.pdf>

Suggested Course Sequence for Part-Time Students

Listed below is a suggested course sequence for part-time students. It is recommended that students take courses in the order stated.

Information Technology Certificate (213) <u>Program Requirements</u>		
Course Code	Course Name	Hours
CMAP 106	Computer Literacy	3
CMAP 120	Introduction to Computer Applications	3
CMAP 232	Word Processing Applications*	3
CMAP 245	Database Applications*	3
CMAP 252	Spreadsheet Applications*	3
TECH 272	Professional Website Development**	4

Total Credit Hours: 19

* PREREQUISITE: [CMAP 120](#) or consent of department.

** PREREQUISITE(S): Any CMAP, CMSC, GDES or TECH course that is two credits or more or consent of department.