Computer Applications Certificate (CAPC)

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The Computer Applications Certificate assists professionals who are seeking career development opportunities while earning college credit, as well as students in any program or major who want to increase employment options by adding to their computer skills.

The certificate program builds proficiencies in using Microsoft Office software within a workplace environment. Many of the certificate courses prepare students to take Microsoft Office Support and Expert Specialist certification tests for various Microsoft Office software applications.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (http://www.cincinnatistate.edu/academics/admission)

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Semester 1		Lec	Lab	Credits
IM 111	Computer Applications 1	2	3	3
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 150	Electronic Presentations: Microsoft PowerPoint	2	3	3
Semester 2				
IM 120	Electronic Spreadsheets: Microsoft Excel	2	3	3
IM 160	Electronic Publications: Microsoft Publisher	2	2	3
IM XXX Technical Elective		2	2	3
Semester 3				
IM 112	Computer Applications 2	2	3	3
IM 135	Business Document Formatting	2	3	3
IM 140	Electronic Database Management: Microsoft Access	2	2	3
IM 290	Administrative Assistant Capstone	2	3	3
Total Credits:		20	27	30

Electives

Technical Elective

IM 115	Administrative Office Procedures and Practices	3
IM 145	Document Proofreading and Editing	3
IM 155	Emerging Technologies and Social Media	3
IM 165	Legal Office Environment	3
IM 170	Electronic Project Management: Microsoft Project	3
IM 175	Administrative Office Management	3
IM 200	Information Systems for Managers	3

Faculty

Program Chair

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