

GLOUCESTER COUNTY COLLEGE
BUSINESS AND TECHNOLOGY DIVISION

MICROCOMPUTERS
Professional Development Certificate Program

This program provides students with an understanding of theory and application of microcomputers. The professional development series allows working professionals to obtain additional knowledge and skills of their professions while earning college credit.

<u>Course</u>		<u>Credits</u>
_____	CIS 102 Introduction to Computers	4
_____	CIS 120 Spreadsheets – EXCEL	4
_____	CIS 210 Relational Databases	4
_____	COA 242 WordPerfect	or
_____	COA 243 Microsoft Word	
<u>TOTAL MINIMUM CREDITS:</u>		15

MICROCOMPUTERS
Professional Development Certificate Program

REQUIRED CORE AND ELECTIVE COURSES

<u>Business</u>		<u>Credits</u>
Introduction to Computers	CIS 102	4
Spreadsheets – Excel	CIS 120	4
Relational Databases	CIS 210	4
WordPerfect	COA 242 or	
Microsoft Word	COA 243	3
	<u>TOTAL MINIMUM CREDITS:</u>	15