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## COMPUTER APPLICATIONS FOR BUSINESS -- CERTIFICATE

CERTIFICATE PROGRAM GC CURRICULUM CODE: 114 / 1140

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**REQUIRED COURSEWORK: .....27**

CIS105 Introduction to Computers .....	3
CIS120 Word Processing Applications .....	3
CIS121 Presentation Software Applications ..	3
CIS122 Spreadsheet Applications .....	3
CIS123 Database Applications .....	3
CIS150 Desktop Publishing.....	3
CIS151 Image Editing .....	3
CIS200 Introduction to Animation .....	3
CIS201 Web Page Design .....	3

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**TOTAL CREDIT HOURS REQUIRED: .....27****RECOMMENDED SEQUENCE**

(F) Offered FALL semester only  
(S) Offered SPRING semester only

**FALL**

CIS105 Introduction to Computers .....	3	
CIS120 Word Processing Applications .....	3	(F)
CIS121 Presentation Software Applications ..	3	(F)
CIS150 Desktop Publishing.....	3	(F)
CIS200 Introduction to Animation .....	<u>3</u>	(F)
TOTAL .....	15	

**SPRING**

CIS122 Spreadsheet Applications .....	3	(S)
CIS123 Database Applications .....	3	(S)
CIS151 Image Editing .....	3	(S)
CIS201 Web Page Design .....	<u>3</u>	(S)
TOTAL .....	12	

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