

PERSONAL COMPUTER APPLICATIONS

Mini-Certificate

This mini-certificate is designed for individuals who need to enhance their computer skills. Maximum flexibility is offered through elective choices, so that students can select those courses which would be most beneficial to their own employment situations.

Course	Number		Credit Hours
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MAJOR FIELD COURSES

CAPS	1101	Introduction to Computers	3
CAPS	1140	Microcomputer Operating Systems	4
CAPS	1145	Network Fundamentals	4

Elective: Select one course from the following list of electives. Your choice should be made in accordance with your career goals and in consultation with your advisor.

CAPS	1217	Electronic Spreadsheets	4
CAPS	1255	Windows NT Server Administration	4
CAPS	1280	Programming in Java	3
CAPS	1290	Web Site Design	3
GRPH	1120	Applied Computer Graphics	3
ELCT	1100	PC Maintenance and Troubleshooting I	4
ELCT	1045	Introduction to Visual Basic Programming	3
OADM	1242	Spreadsheet Applications	3
		Total	14-15

Individuals wishing to pursue this mini-certificate must complete a Dalton State College application and meet the other certificate admission requirements for certificate programs as indicated in the DSC catalog under "Admission to Certificate Programs."

* Persons who lack basic knowledge of keyboarding and computer key functions are advised to complete OADM 1140 (Basic Keyboarding) or possess an equivalent background before attempting CAPS 1101.

** As with CAPS 1101, any prerequisite must be satisfied.