

# Computer Applications Technology

The Computer Applications Technology program provides an avenue for developing skills in the use of the Microsoft Office Suite of business software applications—Word, Excel, PowerPoint, and Outlook. The AAS-T option includes 45 credits of transfer classes so that students can transfer into a baccalaureate institution.

## Degree & Certificate Options

- Computer Applications AAS Degree
- Computer Applications AAS-T Degree
- Computer Applications One-Year Certificate

## Short-Term Proficiency Certificates

- Computer Applications I Certificate
- Computer Applications Fundamentals Certificate
- Excel Proficiency Certificate
- Help Desk Support Specialist Certificate

**Program:** Computer Applications Technology

**Type:** Professional Technical Program

## STUDENT LEARNING OUTCOMES

### Student Learning Outcomes

Upon completion of this program, students will be able to:

- Communicate effectively through written, verbal, and visual methods
- Work collaboratively and independently to achieve a defined goal
- Demonstrate use of Word, Excel, Access, PowerPoint and the Windows Operating System
- Distinguish between hardware and software; determine the type of software necessary to complete an objective; understand the functions of an operating system
- Access information from a hard or removable drive; locate information in subdirectories
- Access a variety of Windows tabs and icons
- Use spreadsheet software to solve mathematical/ quantitative problems
- Format and edit documents using word processing software
- Solve problems using the appropriate software; apply systematic approaches and logic to solving problems; troubleshoot problems; collect and apply data to solve problems
- Communicate findings in the form of printed documents, create and interpret graphs and charts using appropriate software, and synthesize and apply information to meet an identified need
- Ask questions and give answers using discipline-specific vocabulary
- Translate math symbols into words and words into math symbols
- Utilize electronic technology, including accessing information from various sources
- Apply basic computational skills to practical applications
- Work cooperatively and collaboratively with others
- Communicate in writing for a variety of purposes and audiences
- Demonstrate competencies to succeed in the selected career pathway workplace