

# Computer Assistant

## Certificate of Applied Science Degree

Program Director: Steve Robinett

**NOTE: This program is currently under review. Please contact the program director or your advisor.**

Gainful Employment Programs Information (<http://www.gfcmsu.edu/webs/gepi/computerassist.html>)

The Computer Assistant program prepares individuals for operation of software programs and a basic knowledge of managing data and files. Coursework is designed to provide a solid foundation for microcomputer operation and develop essential business and computer skills.

Outcomes

### Graduates are prepared to:

- Create, manage, and modify databases and attain the Microsoft Certified Application Specialist – Access.
- Create, manage, and modify electronic spreadsheets and attain the Microsoft Certified Application Specialist – Excel.
- Create, manage, and modify word processing documents and attain the Microsoft Certified Application Specialist – Word.
- Create effective web pages that include links, graphics, sound, tables, forms, and style sheets using common editors.
- Troubleshoot and repair microcomputers and attain the CompTIA A+ certification.

Estimated Cost

### Estimated Resident Program Cost\*

Tuition and Fees	\$3,255
Application Fee	\$30
Lab Fees	\$35
Books/Supplies	\$1,433
Total	\$4,753

\* **Fall 2017 MUS Student Health Insurance Premiums will be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.**

Program Requirements

Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and writing placement before planning out their full program schedules.

## GFC MSU Additional Graduation Requirements

Course	Title	Credits	Grade/Sem
COLS 103	Becoming a Successful Student +	1	_____

Course	Title	Credits	Grade/Sem
<b>First Year</b>			
<b>Fall</b>			

COMX 115	Intro to Interpersonal Communc +	3	_____
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CSCI 105	Computer Fluency +	3	_____
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MART 231	Interactive Web I **,+	4	_____
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Select one of the following:

WRIT 101	College Writing I **,+	3	_____
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WRIT 122	Intro to Business Writing **,+	3	_____
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Select one of the following:

M 095	Intermediate Algebra **,+	4	_____
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M 121	College Algebra **,+	3	_____
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M 151	Precalculus **,+	4	_____
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M 171	Calculus I **,+	4	_____
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**Credits 16-17**

**Spring**

CAPP 112	Short Courses: MS Powerpoint **,+	1	_____
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CAPP 154	MS Word **,+	3	_____
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CAPP 156	MS Excel **,+	3	_____
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CAPP 158	MS Access **,+	3	_____
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ITS 280	Computer Repair & Maintenance **,+	4	_____
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**Credits 14**

**Total Credits 30-31**

\* Indicates prerequisites needed.

\*\* Placement in course(s) is determined by placement assessment.

+ A grade of C- or above is required for graduation.