

# Computer Applications

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Location:  
Highland  
Rose Park

Program Hours:  
1,110

Application Fee:  
\$40.00

Total Tuition:  
\$1,942.50

Total Lab Fee:  
\$80.00

Books/Supplies:  
\$495.00

Financial Aid:  
VA

Information current at time of printing.

Computers and the application programs they run are the foundation of modern businesses. From spreadsheets to word processors to databases and presentation software, computer applications help companies accomplish their day-to-day activities. Individuals who have proven skills in using computer applications can provide valuable services to many different types of companies and organizations. The Computer Applications program provides foundational training in the core computer applications used by businesses, preparing you for employment in a variety of organizational settings.

### Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/and> enter the following O\*Net code(s):

- 43-6011.00 Executive Secretaries and Administrative Assistants
- 11-3011.00 Administrative Service Managers

### COURSES & HOURS

KBA1 0110 Computer Literacy	90
KBA1 0130 Word Processing App. I	90
KBA1 0140 Spreadsheet Applications I	60
KBA1 0160 Electronic Presentations	60
KBA1 0150 Database Applications I	60
KBA1 0510 Business English	90
KBA1 0520 Business Correspondence	90
KMTH 0010 Math I	60
KBA1 0020 Business Calculations	60
KBA2 0130 Word Processing App. II	90
KBA2 0140 Spreadsheet Applications II	60
KBA2 0150 Database Applications II	60
KBA2 0160 Desktop Publishing	90
KBA2 0910 Integrated Project	60
KWRK 0500 Job-Seeking Skills	30
KBA2 0180 E-mail Client (MS Outlook)	60

**Total Program Hours** **1,110**