

**COMPUTER APPLICATIONS**  
**Information Technology Certificate: 213**  
**Total Credits: 19      Catalog Edition: 18-19**

**Program Description:**

This curriculum is designed for the career professional that needs to become more proficient at using today's popular software applications as tools in decision making, managing people and information, communicating effectively, enhancing company viability, and addressing today's many technology challenges.

**Program Outcomes:**

*Upon completion of this program a student will be able to:*

- Utilize productivity software (such as word processing, spreadsheet, database, and presentation software) to create, analyze, store, and report information.
- Locate and manage data on personal or collaborative technology.
- Present information using multiple electronic media

**Related Careers:**

Administrative Assistant, Office Support Specialist, Information Clerk, Executive Administrative Assistant. **To see more check out [Career Coach](#).**

**Get Involved at MC!**

*Employers and Transfer Institutions are looking for experience outside the classroom.*

[Student Clubs and Organizations](#)

[Career Services](#)

[Student Life](#)

[Online Advising/Counseling](#)

**Computer/Technology [Articulation Agreements](#)**

- Excelsior College – [Technology Mgmt.](#)
- Strayer University – [Information Technology](#)
- UMUC – [Digital Media & Web Technology](#)
- UMUC – [Information Systems Mgmt.](#)
- UMUC/Shady Grove – [Digital Media/Web Tech](#)

**Advising Resources:**

*Program Advisors*

*Linda Fontaine (Collegewide Coordinator)*

[Linda.Fontaine@montgomerycollege.edu](mailto:Linda.Fontaine@montgomerycollege.edu)

*Terri Maradei (Germantown)*

[Terri.Maradei@montgomerycollege.edu](mailto:Terri.Maradei@montgomerycollege.edu)

*Karen Penn De Martinez (RV and TPSS)*

[Karen.PennDeMartinez@montgomerycollege.edu](mailto:Karen.PennDeMartinez@montgomerycollege.edu)

**Program Website:**

**Computer Applications Program**

<http://cms.montgomerycollege.edu/cmap>

2018-2019  
**Program Advising Guide**

**An Academic Reference Tool for Students**

**Computer Applications  
Suggested Education Plan  
Information Technology Certificate (213)**

<b>Name:</b>	<b>M Number (Student ID):</b>	<b>Date:</b>
<b>Semester/Year Started:</b>	<b>Declared Major:</b>	
<b>Education Goals:</b>	<b>Advisor:</b>	

**Information Technology Certificate**

Semester -				Cr		Cr
<b>Total Credits</b>						

**Total Credits**

**Sample Plan for attendance - Information Technology  
Certificate**

**Total Credits: 19**

Semester - One	Cr	Semester - Two	Cr
<b>CMAP 106 Computer Literacy</b>	<b>3</b>	<b>CMAP 232 Word Processing Applications</b>	<b>3</b>
<b>CMAP 120 Introduction to Computer Applications</b>	<b>3</b>	<b>CMAP 242 Introduction to Database Applications</b>	<b>3</b>
<b>TECH (CMAP) 272 Professional Website Development</b>	<b>4</b>	<b>CMAP 252 Spreadsheet Applications</b>	<b>3</b>
<b>Total Credits</b>	<b>10</b>	<b>Total Credits</b>	<b>9</b>

**Additional Advising Notes:**

# INFORMATION TECHNOLOGY CERTIFICATE: 213

Total Credits: 19  
Catalog Editions 15-16 through 18-19

Name:

Date:

ID #:

CERTIFICATE REQUIREMENTS	Course	Hours	Grade
	CA 106/ <b>CMAP 106</b>	3	
	CA 120/ <b>CMAP 120</b>	3	
	CA 232/ <b>CMAP 232</b>	3	
	CA 141/ <b>CMAP 242</b>	3	
	CA 252/ <b>CMAP 252</b>	3	
	CA 272/CMAP 272/ <b>TECH 272</b>	4	

**Overall GPA of 2.0 is required to graduate**

Total Credits:

*This certificate curriculum is for the career professional who needs to become more proficient at using today's popular software applications as tools in decision making, managing people and information, communicating effectively, enhancing company viability, and addressing today's many technology challenges.*

[Computer Applications Web Page](#)

Last Modified: June 2018

Advising Worksheet Contact: [Anthony Solano](#)

***This UNOFFICIAL document is for planning purposes ONLY and completion does not guarantee graduation.***

See an [advisor](#) to submit an [Application for Graduation](#) the semester BEFORE you intend to graduate.

*This certificate is a career program and may not readily transfer to four year colleges/universities (except in special cases.) Visit [transfer planning](#) for more information.*