

# ASNUNTUCK COMMUNITY COLLEGE

## Office User Specialist Requirements - Certificate

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Offered <i>F</i> all , <i>S</i> pring , <i>S</i> ummer, or <i>W</i> inter	Semester/ Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
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### Requirements:

F, Sp, Su		CSA* 105	Introduction to Software Applications	3		
F, Sp, Su		+CSA* 135	Spreadsheet Applications	3		
Sp		+CSA* 145	Database Management	3		
F		+CSA* 125	Exploring Word Processing and Desktop Publishing	4		

**Total Credits Required: 13**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Program Information

**Outcomes:** The Office User Specialist Certificate is designed to prepare students to enter the workforce as computer professionals trained in a variety of software applications. This certificate is for students who want to use the computer as a tool of productivity. The specialized computer courses will emphasize the Office software suite for students looking to acquire current skills in preparation for entry into or advancement in today's workforce.

**Employment Information:** Opportunities for advancement are excellent for those willing to continue their education and training.

**Graduation Information:** A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. *Graduation Application deadlines:* December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

### Contact Information

**Please contact Mike Demers for more information at 860.253.3075 or [mdemers@asnuntuck.edu](mailto:mdemers@asnuntuck.edu).**

Notice of non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, [yzelinka@asnuntuck.edu](mailto:yzelinka@asnuntuck.edu) (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, [AS-DisabilityServices@asnuntuck.edu](mailto:AS-DisabilityServices@asnuntuck.edu) (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

+Prerequisite required

\*Common Course Number

8/28/2019