

Computer Software Application Specialist

The Computer Software Application Specialist certificate program offers occupational specific training for students who chose not to complete the POST or TOPS programs. The certificate prepares students for entry-level jobs using word processing, database, spreadsheet, and desktop publishing software.

REQUIRED COURSES

Number	Title	Hours
POST 111	Keyboarding and Document Processing	3
BUSN 130	Word Processing and the Internet	3
BUSN 230	Desktop Publishing	3
BUSN 245	Microsoft Excel	3
BUSN 255	Microsoft Access	3
POST 251	Office Practice and Administration	3
POST 114	Office Math Application	3
ENGL 101	Composition	3
	Total Semester Hours	24