

COMPUTER APPLICATION SPECIALIST CERTIFICATE

The Computer Application Specialist certificate is designed to prepare individuals for work in any setting that requires extensive knowledge and skills of computer application software. It is specifically intended for individuals needing to update their skills in various software applications. Intensive study in word processing, spreadsheet, database, and web page development software applications will prepare individuals for today's modern office or workplace. Through these courses, students will have the opportunity to complete up to seven Microsoft Office Specialist certifications, which provide industry-leading assessment of skills and knowledge through project-based testing. These certifications give students a commanding competitive edge in today's academic and professional environments. All coursework in the Computer Application Specialist Certificate will apply as full credit towards Associate of Arts Degree.

Required Program of Study for Certificate (32 weeks)

FALL SEMESTER		SPRING SEMESTER	
Course	Credits	Course	Credits
OFFT 1500 Microsoft Office	3	OFFT 2090 Advanced Word Certification	3
OFFT 1580 Microsoft Outlook	1	OFFT 2110 Excel Spreadsheet Applications	3
INFO 2230 Web Page Development	3	OFFT 2500 Advanced Office Integration OR	
	<u>7</u>	INFO 1800 Micro Computer Applications II*	3
			<u>9</u>
		Total Credits	16

*Students in the Computer Applications Specialist certificate program that take INFO 1800 rather than OFFT 2500 may use OFFT 1500 as the prerequisite to INFO 1800. See advisor for more information.

BUSINESS DIPLOMA

The Business diploma is best suited for working adults seeking to improve their understanding of basic business concepts. The business diploma program allows students to explore topics related to marketing, advertising, salesmanship, and management. All coursework in the Business Diploma program will apply as full credit towards the Business Associate of Applied Science Degree or an Associate of Arts Degree.

Required Program of Study for Diploma (32 weeks)

FALL SEMESTER		SPRING SEMESTER	
Course	Credits	Course	Credits
ACCT 1200 Principles of Accounting I*	3	BSAD 1000 Human Relations and Ethics OR	
BSAD 2130 Salesmanship	3	PSYC 1810 Introduction to Psychology	3
BSAD 2250 International Business	3	BSAD 1005 Investing in Strengths	1
BSAD 2520 Principles of Marketing	3	BSAD 1070 Business Math	3
BSAD 2540 Principles of Management	3	BSAD 2050 Business Communications	3
OFFT 1500 Microsoft Office	3	BSAD 2160 Customer Service and Business Etiquette ...	3
	<u>18</u>	BSAD 1040 Personal Finance OR	
		ECON 2110 Macroeconomics	3
			<u>16</u>
		Total Credit Hours	34

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures or ACCT 1100 Survey of Accounting prior to ACCT 1200 Principles of Accounting I.