

**SOFTWARE APPLICATION SPECIALIST  
Certificate  
Location: Boaz Campus**

*This program is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in an office environment. Emphasis is upon developing competency in order to complete the MOS certification exams.*

CIS 146 .....	Computer Applications.....	3	_____
ENG 101 .....	English Composition I.....	3	_____
MTH .....	MTH 116 Mathematical Applications or higher level.....	3	_____
OAD 103 .....	Intermediate Keyboarding .....	3	_____
OAD 110 .....	Computer Navigation .....	3	_____
OAD 125 .....	Word Processing.....	3	_____
OAD 126 .....	Advanced Word Processing.....	3	_____
OAD 243 .....	Spreadsheet Applications.....	3	_____
OAD 244 .....	Database Applications .....	3	_____
OAD 246 .....	Office Graphics and Presentations.....	3	_____
OAD 247 .....	Special Projects (Advanced Spreadsheet Applications) .	3	_____
SPH 106 .....	Fundamentals of Oral Communication or		
or 107 .....	Public Speaking.....	3	_____
<b>TOTAL HOURS REQUIRED FOR CERTIFICATE .....</b>		<b>36</b>	