

SOFTWARE APPLICATION SPECIALIST
Short-Term 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.

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	_____

TOTAL HOURS REQUIRED FOR CERTIFICATE 18