

ADMINISTRATIVE AND OFFICE SUPPORT

◆ Certificate ◆



SOFTWARE APPLICATIONS SPECIALIST

Course	Credit Hours	Semester Offered	Semester Taken	Complete (Grade)
First Semester (Fall):				
ADM 105 Introduction to Keyboarding	1	F Sp		
BCA 106 Windows Operating Systems	1	F Sp		
BCA 129 Basic Word Processing*	2	F Sp		
BCA 130 Advanced Word Processing*	2	F Sp		
ADM 122 Document Formatting*	2	F Sp		
ADM 141 Desktop Publishing	2	F		
	10			
Second Semester (Spring):				
BCA 147 Basic Spreadsheets	2	F Sp		
BCA 148 Advanced Spreadsheets*	2	F Sp		
BCA 159 Database Applications	2	F		
BCA 207 PowerPoint / Outlook	2	Sp		
ADM 270 Introduction to Speech Recognition	1	Sp		
	9			
Total	19			

*Completion of prerequisite course(s) required