

# Computer Software Specialist – 60 hours -

AAB Requirements for Computer Software Specialist 2013-2014  
*Sample Full-Time Plan of Study*

		Fall Semester				Spring Semester			
Freshman	Year	BUAD	1000	Orientation	1	ENGL	2960	Organizational Report Writing	3
		ENGL	1110	College Composition I	3	BMGT	2010	Workplace Management	3
		MATH		1180/1200/1320	3-4	BMGT	2700	Managing Diversity in the Workplace	3
		BMGT	1010	Business Principles	3	CMPT	1440	Microsoft PowerPoint	2
		CMPT	1430	Microsoft Word	2	CMPT	1410	Microsoft Excel	2
		*		Social Science Elective	3	*		Humanities Elective	3
		<b>Total Hours</b>				<b>15</b>	<b>Total Hours</b>		
Sophomore	Year	CMPT	1420	Microsoft Access	2	CMPT	2410	Adobe InDesign	3
		ACTG	1040	Financial Accounting	3	ADOT	1110	PC Keyboarding II	3
		CMPT	1600	Internet Design and Publishing	3	CMPT	2460	Advanced Microsoft Excel	2
		CMPT	1320	Internet and WWW	1	ACTG	1050	Managerial Accounting	3
		BMGT	1500	Workplace Communications	3	*		Natural Science Elective	3
		*		Technical Elective	3				
		<b>Total Hours</b>				<b>15</b>	<b>Total Hours</b>		