

# COMPUTER SOFTWARE SPECIALIST

UNIVERSITY COLLEGE ■ ASSOCIATE DEGREE PROGRAM

Create and format professional publications ■ Work as a software expert ■ Relate to your customers and clients

**sound like you?**

## Computer Software Specialist at UT

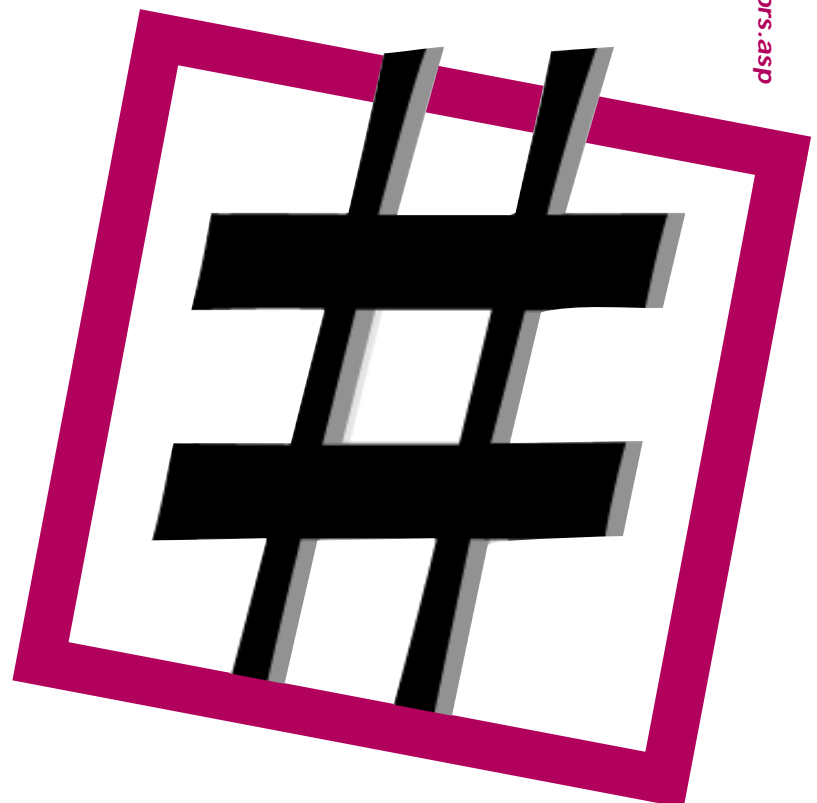
Computer software specialists learn how to organize and perform the activities related to the office environment. In today's workplace, where understanding technology is essential to success, this program gives students a background in a variety of word processing, spreadsheet and database software. Students learn the importance of understanding and relating to customers, clients and colleagues and gain skills in communications, human relations, decision making and creative thinking.

UT's computer software specialist majors have access to outstanding resources including prominent software programs, computers, scanners and printers. They have the opportunity to become technologically proficient in all areas of computer applications. Also, our faculty members are professionally certified and have worked in a variety of workplace environments.

### What to expect when you graduate

Career opportunities for office professionals exist in almost every type of business or industry including such fields as medical, educational, technical, entertainment and government. Computer software specialists are prepared for positions as professional assistants, software specialists, computer desk assistants and executive assistants.

The 'hash' key sign (#) is called an "octothorp."



Check out all our majors online @ [www.admission.utoledo.edu/majors.asp](http://www.admission.utoledo.edu/majors.asp)

# COMPUTER SOFTWARE SPECIALIST

Business Technology oversees eight state-of-the-art computer labs specializing in a variety of software and hardware including digital imaging, networking and Web design.

## Sample Curriculum\*

### Degree Requirements

ENGL 1100 or 1110 College Composition I	3
ENGL 1130, 1140, 1150 or 2960 College Composition II	3
MATH 1010, 1180 or 1260	3
ACTG 1040 Financial Accounting	3
ACTG 1050 Managerial Accounting	3
BMGT 1010 Business Principles	3
BMGT 1500 Workplace Communication & Presentations	3
BMGT 2010 Workplace Management	3
BMGT 1000 Business Technology/College Orientation	1
BMGT 2700 Managing Diversity in the Workplace	3
ADOT 1110 PC Keyboarding II	3
CMPT 1100 Computer Info Applications	3
CMPT 1320 Internet and WWW	1
CMPT 1410 Electronic Spreadsheet App	2
CMPT 1420 Database Management	2
CMPT 1430 Microsoft Word	2
CMPT 1440 Electronic Presentations	2
CMPT 1450 Microsoft Outlook	1
CMPT 2410 Desktop Publishing	3
CMPT 2430 Advanced Microsoft Word	2
CMPT 2460 Advanced Electronic Spreadsheet	2
CMPT 2630 MOUS Certification	2
Humanities/Fine Arts Elective	3
Social Science Electives	6
Total hours for the program	62 hrs.

### Prepare Yourself

The University of Toledo advises completion of the following college-prep courses to help prepare you for college course work:

- 4 years/units of English
- 3 years/units of math (algebra I, II, geometry or equivalent)
- 3 years/units of natural sciences
- 3 years/units of social sciences
- 2 years/units of a single foreign language

*High school preparation requirements do not apply to adult or transfer students.*

### Come See Us

A campus visit is the best way to decide if a university is right for you. Group campus tours are available Monday through Friday at 10:30 a.m. or 2:30 p.m., and on Saturday at 11:15 a.m., year round, with the exception of national holidays. Individual admission appointments are available by request. Individualized college or department visits are also available weekdays at 1:15 p.m. by appointment.

[www.admission.utoledo.edu/campusvisit](http://www.admission.utoledo.edu/campusvisit)  
800.5TOLEDO

\*Sample curriculum is subject to change. Please consult the department for up-to-date information. For more detailed program requirements go to <http://catalog.utoledo.edu>.

### For more information about Computer Software Specialist, contact:

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