

COMPUTER SOFTWARE SPECIALIST CERTIFICATE

APPLIED ORGANIZATIONAL TECHNOLOGY DEPARTMENT						
WORKPLACE CERTIFICATE PROGRAM						
Computer Software Specialist						
Course Number	Course Name	Pre-Req. Co-Req.	Date Completed	Approved Sub.	Grade	Credit Hours
ADOT 1010	PC Keyboarding I					3
CMPT 1410	Microsoft Excel Spreadsheets					2
CMPT 1420	Microsoft Access Database Applications					2
CMPT 1430	Microsoft Word					2
CMPT 1440	Microsoft PowerPoint Presentations					2
CMPT 2410	Adobe InDesign Desktop Publishing					3
CMPT 2430	Advanced Microsoft Word	CMPT:1430				2
CMPT 2460	Advanced Microsoft Excel Spreadsheets	CMPT:1410				2
TOTAL CREDIT HOURS REQUIRED						18