

ADMINISTRATIVE ASSISTANT -  
COMPUTER APPLICATION SPECIALIST

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The computer application specialist is designed to prepare individuals for entry level work in any setting that requires extensive knowledge and skills of computer application software. Intensive study in word processing, spreadsheet, database, and web page development software applications will prepare individuals for today's modern office or work place.

Course	Credits
INFO 1050 Intro to Disk Operating Systems.....	1
OFFT 1410 Beginning Keyboarding or OFFT 1420 Intermediate Keyboarding .....	3
OFFT 1090 Word I.....	3
INFO 2100 Spreadsheet Applications .....	3
INFO 2110 Access Database Applications.....	3
INFO 1740 Dreamweaver, Flash, and Fireworks.....	3
OFFT 1540 PowerPoint .....	1
OFFT 1580 Microsoft Outlook.....	1
<b>Total Credits</b>	<b>18</b>