



Beaufort County Community College
 PO Box 1069
 Washington, NC 27889
 (252) 946-6194

Name _____

Date Entered _____

Office Administration
Software Applications Specialist Certificate
 (Curriculum Code C25370C)

The Software Applications Specialist Certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment using the touch keying system. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

The courses in this certificate can be applied toward the A.A.S. degree in Office Administration. Graduates should qualify for employment in entry-level positions in business, government, and industry.

Grade	Course Number	Course Title	Prerequisites	Class	Lab	Credit
	CIS 111	Basic PC Literacy		1	2	2
	CTS 130	Spreadsheet	CIS 111	2	2	3
	DBA 110	Database Concepts	CIS 111	2	3	3
	OST 130	Comprehensive Keyboarding		2	2	3
	OST 136	Word Processing	CIS 111, OST 130	2	2	3
	OST 236	Advanced Word/Information Processing	OST 136	2	2	3
	Total			11	13	17
		Total Credit Hours 17				