



Computer Software Specialist Certificate



ACADEMIC MAP

This program is not designed to transfer. 2018-2019



FIRST SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN1302 Keyboarding/Formatting I		3	
<input type="checkbox"/>	ADMN1322 Presentation Applications		3	
<input type="checkbox"/>	INFS1010 Computer Applications		3	
<input type="checkbox"/>	ADMN1310 Business Communications		3	
<input type="checkbox"/>	ADMN1311 Word Processing I		3	

2 SEMESTER CREDITS 15

SECOND SEMESTER		Notes	Credits	MC
<input type="checkbox"/>	ADMN1312 Keyboarding/Formatting II		3	
<input type="checkbox"/>	ADMN1313 Spreadsheet Applications		3	
<input type="checkbox"/>	ADMN2310 Advanced Word Processing		3	
<input type="checkbox"/>				
<input type="checkbox"/>				

To stay on track, these courses must be taken in order. **SEMESTER CREDITS** 9
PROGRAM CREDITS 60



Milestone Courses

Based on prior students' experience, students who do well in these courses are more likely to graduate on time in this program.

General Advising Notes

Helpful Hints

15 to FINISH

Take 15 credit hours a semester to finish your degree in two years.

Contact Information

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For full catalog:
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