

# Business Education & Office Administration - Software Applications

**Program:** Business Education & Office Administration

## OPTION I - SOFTWARE APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

### 1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
OAD 125	Word Processing	3
	Sub-Total Credits	6

### 2nd Semester

Item #	Title	Credits
OAD 243	Spreadsheet Applications	3
OAD 244	Database Concepts	3
CIS 203	Introduction to the Information Highway	3
	Sub-Total Credits	9

### 3rd Semester

Item #	Title	Credits
OAD 126	Advanced Word Processing	3
OAD 246	Office Graphics and Presentations	3
OAD 247	Special Projects	3
	Sub-Total Credits	9
	<b>Total credits:</b>	<b>24</b>