

OPERATIONAL SOFTWARE SPECIALIST CERTIFICATE

12 Semester Credit Hours; Curriculum: 0315

This 12-credit hour certificate program prepares students for positions as either administrative or operational managers, or administrative or operational specialists across or within departments. In this program, students acquire strong skills in Information Technology, applications software and administrative planning. Professional certifications are available within industry. Courses, in this certificate, align with the skill sets needed in preparing for the Microsoft Office Specialist (MOS) Expert Certification and Adobe Certified Expert Certification. This Certificate can be completed in one semester if taken in Fall.

Code	Title	Hours
Courses for a Certificate		
CAB 132	Adobe Acrobat PDF	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
CAB 150	Visio Fundamentals ¹	2
MKT 131	Principles of Marketing	3
or MGT 101	Fundamentals of Supervision	
Total Hours		12

¹ Offered in fall semester only

Prior to pursuing this certificate, it is recommended that the student has completed CAB 125.

Program Learning Outcomes

1. Create PDF presentations, edit PDF documents, add digital signatures and security, work with forms, and create PDF portfolios.
2. Create spreadsheets using simple and complex formulas, functions, charts, and tables.
3. Design databases, including creating and modifying tables, queries, forms, and reports.
4. Design diagrams to communicate information that supplements text and numbers.
5. Evaluate and support administrative and operations functions that contribute to generally accepted industry practices.

Operational Software Specialist Certificate Pathway

The following Pathway is recommended for students pursuing the Operational Software Specialist Certificate.

Course	Title	Hours
First Year		
Fall Semester		
CAB 132	Adobe Acrobat PDF	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 150	Visio Fundamentals ¹	2
Hours		6
Spring Semester		
CAB 140	Database Application Using Access	3

MGT 101 or MKT 131	Fundamentals of Supervision or Principles of Marketing	3
Hours		6
Total Hours		12

¹ Offered in fall semester only

Note: Pathway is a recommended sequence of courses. This Certificate can be completed in one semester if taken in Fall.