

REPORTING SYSTEM SOFTWARE SPECIALIST CERTIFICATE

16 Semester Credit Hours; Curriculum: 0319

This 16-credit hour certificate program prepares students for positions as reporting managers and reporting specialists across and within departments. Students acquire strong skills in Information Technology, reporting software and communications planning. Students learn to create reports to provide summaries for analysis and to support decision making. Students will be prepared to support reporting needs across functional departments and learn to design, deploy and update reports. 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 Spring.

Code	Title	Hours
Courses for a Certificate		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2
CAB 132	Adobe Acrobat PDF	2
CAB 135	Electronic Spreadsheets Using Excel	2
CAB 140	Database Application Using Access	3
CAB 184	Communication Strategies ¹	3
MKT 131	Principles of Marketing	3
or MGT 101	Fundamentals of Supervision	3
Total Hours		16

¹ Offered in spring semester only

Program Learning Outcomes

1. Apply basic Windows skills necessary to be successful in learning other software applications most commonly used by industry.
2. Design and view PDF presentations, enhance and edit PDF documents, add digital signatures and security, work with forms, and create PDF portfolios.
3. Develop spreadsheets using simple and complex formulas, functions, charts, and tables.
4. Design databases, including creating and modifying tables, queries, forms, and reports.
5. Develop strategies for effective communication in business.
6. Develop acceptable skills in reporting functions that contribute to generally accepted business practices.

Reporting System Software Specialist Certificate Pathway

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

Course	Title	Hours
First Year		
Fall Semester		
CAB 110	Windows Fundamentals	1
CAB 125	Word Processing Using Word	2

CAB 135	Electronic Spreadsheets Using Excel	2
MGT 101 or MKT 131	Fundamentals of Supervision or Principles of Marketing	3
Hours		8
Spring Semester		
CAB 132	Adobe Acrobat PDF	2
CAB 140	Database Application Using Access	3
CAB 184	Communication Strategies ¹	3
Hours		8
Total Hours		16

¹ Offered in spring semester only

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