



CERTIFICATE REQUIREMENTS

www.cvtc.edu – 1-800-547-2882

Software Specialist Technical Certificate

This certificate is designed to give students experience in the beginning and intermediate skills necessary to become a competent user of Microsoft Office 2007, which includes Word, Excel, Access, and PowerPoint. Students will learn these skills using interactive online tutorials, textbook case problems, and real-world projects in a self-paced open-lab setting. The student may elect an emphasis in medical or legal, or complete a practicum helping other students learn Microsoft Office skills.

| Course Number | Course Title | Hrs./ Week | Credits | Prerequisite(s)/Comments |
|---------------|--|------------|------------------|--------------------------|
| 106-122 | Document Processing | | 3 | |
| 106-142 | Business Spreadsheet Apps | | 3 | |
| 106-181 | Business Information Management | | 3 | |
| | Select 1 of the following: | | | |
| 530-103 | Medical Office Insurance & Billing OR | | 2 | |
| 106-141 | Computer Application Legal OR | | 3 | |
| 106-104 | Software Specialist Practicum | | 2 | 103-102, 106-140 |
| | Total Credits | | 11/12 cr. | |

TOTAL CREDITS REQUIRED = 11/12