



Business

Wallace State Community College



Software Applications Short Certificate Completion Outline

The Software Applications Short Certificate is designed for individuals seeking to be more employable in the job market and/or to update office skills. This certificate is also designed for students seeking instruction in current technology and/or training toward obtaining Microsoft Certification in various types of Microsoft Software Applications. It is recommended that individuals have basic office skills such as keyboarding, accounting concepts, and fundamental computer skills before beginning this certification.

(Recommended Order—Schedule assumes student begins in Fall semester.)

1st Semester†		Hours	Semester Offered
_____ OAD 125	Microsoft Word††	3	Fall, Spring, Summer
_____ OAD 233	Trends in Office Technology	3	Fall
_____ OAD 243	Microsoft Excel	3	Fall, Spring, Summer
2nd Semester			
_____ OAD 126	Microsoft Word II	3	Spring
_____ OAD 137	Electronic Financial Recordkeeping†††	3	Spring
_____ OAD 244	Microsoft Access	3	Fall, Spring
_____ OAD 247	Microsoft Excel II	3	Spring
Summer Semester			
_____ OAD 246	Office Graphics & Presentations	<u>3</u>	Summer
			24 Total

NOTE: †Navigating Windows (OAD 110) is required for students without basic computer skills.

†† Beginning Keyboarding (OAD 101) is required for students with a keyboarding speed of less than 40 wpm.

†††Principles of Accounting (BUS 241) is required for students who have no prior accounting background.