

# **SOFTWARE APPLICATIONS**

## **SPECIALIST**

**400 Hours / 12 Weeks**

### **Program Objectives:**

This program of study introduces the student to the Computer and its applications in the workplace. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Office Specialist. Courses include DOS, Windows XP and the latest Microsoft and Corel Applications. The program also includes WordPerfect, Lotus 123 and QuickBooks for Windows to round out the student in all aspects of office support.

### **Courses:**

<b>Introduction to the Personal Computer</b>
<b>Keyboarding Techniques</b>
<b>Introduction to DOS</b>
<b>Windows</b>
<b>Microsoft Word</b>
<b>Microsoft Excel</b>
<b>Microsoft Access</b>
<b>Microsoft PowerPoint</b>
<b>WordPerfect for Windows</b>
<b>Lotus 123 for Windows</b>
<b>QuickBooks for Windows</b>
<b>Internet Explorer 6.0</b>
<b>Career Development</b>