

**Technical Certificate (T.C.)  
Office Software Specialist**



First Semester		
Course Number	Course Title	Credit Hours
ENGL1113	Composition I	3
MIS1003	Introduction to Computers	3
OS1133	Skill Building	3
OS2283	Microsoft Word	3
	<b>Total Hours</b>	<b>12</b>

Second Semester		
Course Number	Course Title	Credit Hours
BA1103	Personal Finance	3
CS2223	Electronic Spreadsheet	3
ECON1003	The American Enterprise System	3
OS1143	Speedbuilding	3
OS2233	Office Procedures	3
	<b>Total Hours</b>	<b>15</b>

**Total Requirements: 27**

Completion Time: 1 year

Cost Per Year: In state: \$4,815 / Out of State: \$6,051

Complete Program Cost: In State: \$4,815 / Out of State: \$6,051