



DAVIS COLLEGE

4747 Monroe Street
Toledo, OH 43623

419.473.2700
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Software Applications Professional Diploma

This program prepares graduates for a business career by emphasizing multiple software applications. Students are provided the opportunity to develop and enhance skills in a variety of business-related applications, including but not limited to word processing, spreadsheet applications, Web 2.0, database management, and presentation graphics. Keyboarding speed of 35 wpm on a three-minute timing along with basic computer experience is required for admission into this program. A keyboarding test will be given.

A combined score of 110 or higher in Language Usage and Reading portions of the CPAT is also required for admission into this program.

Upon completion of the Diploma in Software Applications Professional, the Davis College graduate will be prepared to:

- Operate computers using word processing, spreadsheet, database management systems, and presentation graphics software to produce a variety of professional documents.
- Create and manage web pages.
- Utilize language arts skills to produce mailable documents.
- Produce mailable documents utilizing digital voice recognition technology.
- Develop a professional portfolio.

Program Outline

Course No.	Course Title	Cr. Hrs.
OAM108	Proofreading and Voice Recognition	3
OAM121	Introduction to Office Administration	3
WPR120	Word Processing	3
WPR220	Advanced Word Processing	3
CAS114	Web 2.0	3
CAS120	Desktop Publishing	3
CAS122	Spreadsheet Applications	3
CAS138	Presentation Graphics	3
CAS212	Advanced Spreadsheet Applications	3
CIS130	Data Management and Reporting	3
CIS223	Advanced Data Management	3
MGT---	Management Elective	3
OAM219	Administrative Professional Capstone	2
OAM223	Business Communications	4
COM121	Composition I	5
COM122	Composition II	4
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		56