

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

OFFICE ASSISTANT CERTIFICATE

Program Code: T.IPR.CER

Certificate

Graduation requirement — 16 semester hours

The Office Assistant certificate builds foundational office skills in one semester. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 131, CIS 134, and CIS 135.

Required Program Courses (16 hours)	Cr. Hrs.
CIS 131*	Presentation Graphics (MS PowerPoint)2
CIS 134*	Spreadsheet Applications (MS Excel)3
CIS 135*	Word Processing (MS Word)3
CIS 170	Professional Workplace Topics3
CTC 119	Microsoft Outlook1
CTC 135	Keyboarding Skill Building2
CTC 157	Google Applications1
CTC 193	Windows1

Total Semester Credit Hours 16

Suggested Course Sequence

FALL

1st Semester

CIS 131

CIS 134

CIS 135

CIS 170

CTC 119

CTC 135

CTC 157

CTC 193