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 Topics	3
CTC 119	Microsoft Outlook	1
CTC 135	Keyboarding Skill Building	2
CTC 157	Google Applications	1
CTC 193	Windows	1
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