

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

OFFICE SPECIALIST CERTIFICATE

Program Code: T.OCP.CER

Certificate

Graduation requirement — 30–31 semester hours

The Office Specialist certificate equips students with general skills for entry level office professional positions. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Notes*

- CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
- For the list of B.A.T. electives, see p. 172

Required Program Courses (30–31 hours) Cr. Hrs.

ACC 101	Financial Accounting	
or ACC 117	Accounting and Bookkeeping	3-4
CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel)	3
CIS 135*	Word Processing (MS Word)	3
CIS 138	Database Applications (MS Access)	3
CIS 170	Professional Workplace Topics	3
COM 103	Introduction to Public Speaking	
or COM 120	Interpersonal Communication	3
CTC 135	Keyboarding Skill Building	2
CTC 119	Microsoft Outlook	1
CTC 157	Google Applications	1
CTC 193	Windows	1
ENG 101	Composition I	
or ENG 111	Workplace Writing	3
CTC 290	Integrated Software	
or B.A.T. elective*		2
<i>Total Semester Credit Hours</i>		<u>30–31</u>

Suggested Course Sequence

<i>FALL</i>	<i>SPRING</i>
<i>1st Semester</i>	<i>2nd Semester</i>
CIS 131	ACC 101
CIS 134	or ACC 117
CIS 135	CIS 138
CIS 170	COM 103
CTC 119	or COM 120
CTC 135	CTC 157
CTC 193	ENG 101
	or ENG 111
	CTC 290
	or B.A.T. elec