

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

COMPUTERS IN BUSINESS CERTIFICATE

Program Code: T.CIB.CER

Certificate

Graduation requirement — 6 semester hours

The Computers in Business certificate introduces the student to the computer, providing keyboarding skills, file management, and introduces Microsoft Office, Word, PowerPoint, Outlook, and Google Applications, preparing the student for entry to Business Administrative Technology Program or the skills necessary for any college major.

Required Program Courses (6 hours)		Cr. Hrs.
CTC 110	Beginning Computers.....	3
OR		
the following courses in combination		
CTC 132	Computer Basics I.....	1
CTC 139	Computer Basics II.....	1
CTC 193	Windows.....	1
CTC 119	Microsoft Outlook.....	1
CTC 130	Basic Keyboarding.....	1
CTC 157	Google Applications.....	1
<i>Total Semester Credit Hours</i>		<u>6</u>

Suggested Course Sequence

FALL

1st semester

CTC 110 (or CTC 132, 139, & 193)

CTC 119

CTC 130

CTC 157

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).....	4
CIS 170	Professional Workplace Topics.....	3
CTC 119	Outlook.....	1
CTC 135	Skill Building (Keyboarding).....	2
CTC 193	Windows.....	1
<i>Total Semester Credit Hours</i>		<u>16</u>

Suggested Course Sequence

FALL

1st Semester

CIS 131

CIS 134

CIS 135

CIS 170

CTC 119

CTC 135

CTC 193

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

OFFICE SPECIALIST CERTIFICATE

Program Code: T.OCP.CER

Certificate

Graduation requirement — 30 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.
- Students in this program whose reading placement level is CCS 098 are eligible to take ALS 199 Support for Workforce Training in place of CCS 098. For more information, contact the Center for Academic Success at 217/353-2005.

Required Program Courses (30 hours)		Cr. Hrs.
ACC 117	Accounting and Bookkeeping.....	3
CIS 131*	Presentation Graphics (MS PowerPoint)	2
CIS 134*	Spreadsheet Applications (MS Excel).....	3
CIS 135*	Word Processing (MS Word).....	4
CIS 138	Database Applications (MS Access).....	3
CIS 170	Professional Workplace Topics	3
COM 120	Interpersonal Communication.....	3
CTC 135	Skill Building (Keyboarding)	2
CTC 119	Outlook.....	1
CTC 193	Windows	1
ENG 111	Workplace Writing.....	3
ENG 115	English Grammar and Punctuation.....	2
<i>Total Semester Credit Hours</i>		<u>30</u>

Suggested Course Sequence

<i>FALL</i>	<i>SPRING</i>
<i>1st Semester</i>	<i>2nd Semester</i>
ACC 117	CIS 134
CIS 131	CIS 138
CIS 135	COM 120
CIS 170	CTC 119
CTC 119	ENG 111
CTC 135	ENG 115
CTC 193	

APPLICATION SPECIALIST CERTIFICATE

Program Code: T.MSO.CER

Certificate

Graduation requirement — 14 semester hours with an A or B and a passing score on at least 3 MOS certification exams.

This certificate highlights the accomplishment of obtaining top skills needed for employment using Microsoft Word, Excel, Access, PowerPoint, and Outlook. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Notes

- In addition to on-campus and online classes, these topics are offered in an open-entry/open-exit format through the Computer Technology Center (CTC). Students may enroll at any time during the semester and complete the coursework at their own pace. Some restrictions apply.
- CTC substitutions are accepted for CIS 131, CIS 134, CIS 135, and CIS 138.
- Microsoft Office Specialist (MOS) certification exams are available for Word, Excel, Access, PowerPoint, and Outlook.
- For more information, contact Business/Computer Science and Technologies department (B116; 217/353-2099).
- Students in this program whose reading placement level is CCS 098 are eligible to take ALS 199 Support for Workforce Training in place of CCS 098. For more information, contact the Center for Academic Success at 217/353-2005.

Required Program Courses (14 hours)		Cr. Hrs.
CIS 131	Presentation Graphics (MS PowerPoint)	2
CIS 134	Spreadsheet Applications (MS Excel).....	3
CIS 135	Word Processing I (MS Word)	4
CIS 138	Database Applications (MS Access).....	3
CTC 119	Outlook.....	1
CTC 272	Advanced Word Processing	1
<i>Total Semester Credit Hours</i>		<u>14</u>

Suggested Course Sequence

<i>FALL</i>	<i>SPRING</i>
<i>1st Semester</i>	<i>2nd Semester</i>
CIS 131	CIS 134
CIS 135	CIS 138
CTC 119	CTC 272

BUSINESS ADMINISTRATIVE TECHNOLOGY (CONT'D)

BOOKKEEPING OFFICE ASSISTANT CERTIFICATE

Program Code: T.BKP.CER

Certificate

Graduation requirement — 15 semester hours

The Bookkeeping Office Assistant Certificate prepares the student with general knowledge of office and bookkeeping skills. Graduates may be employed by businesses as a bookkeeping assistant. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Program Note*

CTC substitutions are accepted for CIS 134.

Required Courses (15 hours)

ACC 117	Accounting and Bookkeeping.....	3
ACC 219	Computerized Integrated Accounting.....	3
CIS 134*	Spreadsheet Applications (MS Excel).....	3
CIS 170	Professional Workplace Topics.....	3
MAT 110	Business Mathematics.....	3

Total Semester Credit Hours 15

Suggested Course Sequence

FALL	SPRING
1st Semester	2nd Semester
ACC 117	ACC 219
CIS 134	MAT 110
CIS 170	

CUSTOMER SERVICE CERTIFICATE

Program Code: B.SER.CER

Certificate

Graduation requirement — 15 semester hours

The Customer Service Certificate is designed to help any student who is employed, or will be employed, in a business or organization that provides products or services to customers. Students successfully completing this certificate should be able to identify a comprehensive customer service strategy and implement the practical techniques needed to provide good service. Completion of this certificate can be applied to the A.A.S. in Business Administrative Technology.

Required Courses (15 hours)

BUS 106	Business and Organizational Ethics.....	3
CIS 170	Professional Workplace Topics.....	3
COM 120	Interpersonal Communication.....	3
MGT 113	Human Relations in the Workplace.....	3
MGT 117	Customer Service Management.....	3

Total Semester Credit Hours 15

Suggested Course Sequence

FALL	SPRING
1st Semester	2nd Semester
CIS 170	BUS 106
COM 120	
MGT 113	MGT 117